

Cordova High School Bands



2024 – 2025

Handbook

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Director of Bands

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Principal

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PREFACE

- The prosperity of any organization depends on the commitment of its membership to work tirelessly towards the goal of excellence, no matter how exhausting the challenge.
- Though absolute perfection may never be attained, the persistence in attempting to reach perfection is what strengthens us, and our commitments to each other.
- The dedication of every band member towards reaching our goals as a team is the most critical element of our success.

These principles will guide the course of the Cordova Band this year. Our past is a tremendous success story, and one in which we will continue to write new chapters. This handbook has been designed as a reference for every band member to understand how our band program functions, and to what degree a student is responsible for one's success. Knowledge and understanding of what's explained in this handbook is the expectation for every band member. Taking the time to read and understand this information will lead to maximum productivity and the best quality of individual experience in our band this year. If you have any questions, please don't hesitate to ask. We want everyone to have the knowledge and understanding to be successful, productive members of our band. It's going to be a great year!

Musically Yours,



R.J. White
Director of Bands
Cordova High School

PHILOSOPHY

The Cordova High School Band Program is dedicated to guiding its students to reach their highest possible level of excellence. The ultimate goal is to instill a life-long appreciation and love for music.

The Symphonic Band is the foundation of the band program at Cordova High School. Although we provide many different opportunities for music performance, these ensembles provide the full range of music education from which other opportunities stem. This is where fundamentals are taught and musicianship flourishes.

Although performance is a major goal for our courses, it is not the only one. It is our belief that **“the process is just as important as the product.”** Most musical concepts are taught through the rehearsal of quality literature for performance. There are standards, however, that are not met through performance. Student objectives include listening to, discussing, and writing about music as well as acquiring a basic knowledge of music history and theory.

All students are encouraged to participate in as many musical opportunities as they can both through and outside of Cordova High School. **Private lessons are strongly recommended.** If a student is interested in continuing with music beyond high school, private lessons and involvement in as many musical opportunities as possible are essential for success.

IMPORTANT CONTACT INFORMATION

Cordova High School Band

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Cordova High School

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COMMUNICATION

We recognize the importance of clear and effective communication between the band program, students, parents, and guardians. To ensure that everyone stays informed and connected, we provide multiple avenues of communication.

We utilize the following channels to keep you updated:

1. Phone: We are available to answer any questions or concerns you may have via phone during our office hours.
2. Email: We may send out important updates, announcements, and reminders via email. Please ensure that your email address on file is up-to-date to receive these communications.
3. Band App: We regularly utilize the band app to streamline communication and provide instant access to schedules, announcements, documents, and more. Instructions for downloading and accessing the band app can be found on the next page.
4. Website: Our school website serves as a centralized hub for information regarding the band program. You can find detailed information about rehearsals, performances, policies, and more on our website.

Follow us on Social Media



Facebook: Cordova High School "The Dynamic Sounds" Band



Instagram: @officialdynamicsounds

BAND APP STUDENTS ONLY

Parents will not be accepted into this group

Join 'The Dynamic Sounds 2024-2025' group on BAND, the app designed for groups to stay connected. Come join now!

Open this invite link below on your smartphone or desktop to join the group.

<https://band.us/n/aaa0d69m8mbc>

BAND is a group communication app that serves over 20 million groups across the world to stay connected.

If you can't access the link, please scan the QR code below.



BAND APP PARENTS ONLY

Students will not be accepted into this group

Join 'Parents 2024-2025' group on BAND, the app designed for groups to stay connected.
Come join now!

Open this invite link below on your smartphone or desktop to join the group.

<https://band.us/n/a3ad0f65meO67>

BAND is a group communication app that serves over 20 million groups across the world to stay connected.

If you can't access the link, please scan the QR code below.



ENSEMBLES

SYMPHONIC BAND: This ensemble is designed to develop the necessary skills needed to display advanced musicianship capabilities. Members are required to audition for the All-West Band unless otherwise stated by the director. The Symphonic Band will perform varied repertoire from all musical periods and as well as varied styles. The Symphonic Band strives for excellence by performing in concerts, performance assessments, and festivals. After school rehearsals are mandatory in order to attain a high level of performance. Members of this group should be enrolled in Intermediate Band I-IV (Wind Ensemble) Percussion I-IV, Stage Jazz Band Honors I-IV, or Senior Band Honors I-IV. **Private lessons are strongly recommended.**

MARCHING BAND: The Dynamic Sounds of the Wolfpack Pound operates primarily during the fall and is required by members of the Symphonic Band, Color Guard, Percussion Ensemble, and Majorettes. Basics of marching and playing in an outdoor ensemble setting are stressed. Performances include football games, performance assessments, festivals, and parades. This band rehearses after school. Instrumentalists of this group should be enrolled Percussion I-IV, Intermediate Band I-IV (Wind Ensemble); Stage Jazz Band Honors (unless instrument is not a marching band instrument); or Senior Band Honors I, II, III, or IV.

JAZZ BAND: Designed for musicians interested in learning elements of jazz music. Emphasis is placed on development of swing, blues, pop, rock, and Latin styles of repertoire and performance. **Members are required** to audition for All-West Band. Performances include concerts, performance assessments, festivals, and music conferences. Instrumentalists must be in the Symphonic Band unless they play a “non-concert” instrument. Instrumentalists of this group must be enrolled in Stage Jazz Band Honors I, II, III, IV.

PERCUSSION ENSEMBLE/MC 8 DRUMLINE: This ensemble is required for all percussionists in the band program. Emphasis is placed on the development of rudimentary skills and drum line performance. Instrumentalists of this group should be enrolled in Percussion Class. Private lessons are strongly recommended and expected of experienced players.

MAJORETTES/THE DAZZLING DOLLS: This group is required to learn many styles of dance such as jazz, ballet, hip-hop modern dance, etc. This group meets every day after school and participates in all marching band events. Students must audition in the Spring in order to be a part of the team for the following school year.

FLAG CORPS/THE EMERALDS OF ELEGANCE: This group is required to learn many styles of interpretive dance with and without flags. The purpose of this group is to be the visual ensemble of the music being played by our marching band. This group meets every day after school and participates in all marching band events. The Emeralds of Elegance may also participate in local and regional winter guard events. Students must audition in the Spring in order to be a part of the team for the following school year.

CORDOVA HIGH BAND DEPARTMENT COURSE OFFERINGS

Intermediate Band I-IV

Tennessee Student Success (Seniors Only)

AP Music Theory

Stage Jazz Band Honors I – IV

Percussion I-IV

Senior Band Honors I – IV

REHEARSAL AND PERFORMANCE ATTENDANCE POLICIES/CONSEQUENCES FOR REHEARSALS AND PEFORMANCES

Rehearsal Expectations

In band rehearsals, we not only deal with a creative process, but with a great deal more students at one time than do other classroom teachers. Because of this, it is imperative that band students be organized and prepared for every rehearsal. When an individual is not able to play their musical instrument during a rehearsal, it hurts the group as well as the individual. It is important that the student's musical instrument is in good working condition, that they have a pencil to mark their music, and that they have important accessories such as mutes, reeds, sticks, mallets, music, slide grease and valve oil for every rehearsal. It is also obvious that the creative process in which we are involved cannot take place unless there is a quiet, attentive atmosphere in the classroom. Students who do not live up to the high rehearsal expectations of the Cordova High School Band will be counseled, and, if necessary, removed from the band program completely. All afterschool rehearsals start at 2:45 pm. From 2:15-2:45, students are to be in one of three places, tutoring, in the band room, or outside. **In addition, to protect our students, ALL rehearsals during and after school are closed.** Lastly, please make arrangements for your student to be picked up from rehearsal as well as performances on time. In the case that you need help with this, please contact the band director.

CLASSROOM REHEARSAL PROCEDURES

1. For class you are to be in the classroom by the time the bell ring and in your seat three minutes after the bell rings with your instrument fully assembled and all necessary items needed for rehearsal. This includes music, pencil, reeds, cork grease, valve oil, sticks, mallets, etc. If you are not, you must get a hero ticket and you will be marked tardy in the attendance. Instrument maintenance should be done **PRIOR** or **AFTER** Class.
2. For afterschool rehearsals you are to be in your seat with your instrument fully assembled and all necessary items needed for rehearsal. This includes music, pencil, reeds, cork grease, valve oil, sticks, mallets, etc.
3. Cases, backpacks, purses, and all items not related to rehearsal are to be kept away from the band set up during rehearsal.
4. There are to be **NO PHONES, HEADPHONES, etc.** visible during class at any time, unless you are a section leader in which you are using the phone/smartwatch as a tuner (Tonal Energy). Failure to do so will result in phone/smartwatch being taken away.
5. There is to be no food, gum, or drink in the room. The only drink that will be acceptable to have in the room is water. **NO DISPOSABLE WATER BOTTLES ARE ALLOWED.** Students must bring their own container and must be labeled with their name.
6. **THERE IS TO BE NO OFF-TASK BEHAVIOR (THIS INCLUDE TALKING DURING REHEARSAL, DOING HOMEWORK, ETC.)**

7. Hall Passes, Restroom passes, etc., will only be issued to the student after the first 15 minutes of class has passed. NO passes will be given during the last 15 minutes of class.

MARCHING BAND REHEARSAL

Marching Band is a physical activity. There is a great physical demand placed on a student to be able to march and play a complete show. It is a strong belief of the staff that there must be some proper physical conditioning in order to prepare students for a strong personal performance and to prevent injury. Calisthenics', stretching, and jogging will be advocated and reinforced at rehearsals. **Physicals are required for all band students.**

For All After-school Rehearsals

A. Tardiness

All students are expected to be at rehearsal on time and to stay until dismissal. **If you aren't in your assigned seat and ready to play with all music and materials, then you are late!** The Director of Bands and the parent organization have decided, that **15 minutes** after band rehearsal begins, the student grade will be negatively affected for that day. If the student is more than 15 minutes late in the same week, then they will receive the equivalent grade of an unexcused absence for that rehearsal. Students who have more than one unexcused absence the week of a game will not be allowed to perform. This will result in the grade of a 0%.

B. Absences

All students are expected to attend *every* rehearsal. Occasionally, there may be family commitments or emergencies (funerals, weddings, graduations, etc.); in which case, I will try to be flexible and work with you on an individual basis. This must be discussed in detail well in advance (a month or more if possible!). **Student job commitments, "select sports," at home punishments, and birthdays are NOT reasons for an excused absence from band rehearsals or performances!** Many band students work and participate in "select sports" and participate successfully in band. I suggest that these students take a copy of the "Yearly Band Calendar," which could be found on our website or in the band app, to their employer and/or coach and clear all band performances and rehearsals. Students are expected to split overlapping rehearsal time with their sports' practice time. Ninety-nine percent of employers are very understanding and are flexible if they know of band commitments well in advance, and they understand that band performances are a required and vital part of the course work. I am glad to talk to employers to validate student commitment. In the case that the student is absent, it is the student's responsibility to fill out the excused absence request form before the rehearsal on our website at www.wolfpackbands.org or in the band app. If two or more rehearsals are to be missed, two or more excuse forms are to be filled out. The online excuse forms will be returned by email within 24 hours of the student filling it out. Not all absences will be excused! Students who have more than one unexcused absence the week of a performance will not be allowed to perform. Students who have an unexcused absence from the dress rehearsal (last rehearsal before a performance) will not be allowed to perform.

For Performances

C. Tardiness

All students are expected to be in the band room at the call time. (Call Time is the time that student should be in the band room prior to a performance). **Five (5) minutes after the call time has passed, the band room doors will be locked. Students who aren't in the band room after this time will not be allowed to perform, unless they have a valid excuse.** These students must exit the building immediately and call their rides so that they can be picked up. In case that the student ride cannot pick them up, then the student will become an alternate for that game and will not be able to perform. The student will receive a grade of F.

D. Absences

If a band student has an **UNEXCUSED** absence from a performance, they are subject to immediate removal from the band program. **STUDENTS ARE REQUIRED TO ATTEND ALL PERFORMANCES. ALL PERFORMANCES ARE MANDATORY!!!! (Please see page 15 for clarification on excused absences from a performance).**

Calendar of Events

Our calendar of events and performances can be found in the band app. It's imperative to check the calendar daily for updates as it is live and subject to change.

Consequences for Rehearsals and Performances

Tardy for rehearsal

15 – Minutes or later unexcused

1st offense – Grade deduction

2nd offense – Considered an unexcused absence (grade of 0% F)

3rd offense – one-week suspension from band program & parent communication (email, text, or phone call)

4th offense – removal from band program & parent letter

Unexcused Absence from Band Rehearsal

1st offense – Grade Deduction

2nd offense (in a week) – Not allowed to perform & parent communication (email, text, or phone call)

3rd offense – Not allowed to perform, one-week suspension from band program, & parent phone call

4th offense – removal from band program & parent letter

For Performances

Late for Call Time (five minutes or more)

1st offense – Not allowed to perform and Grade Reduction (Student will be utilized in assisting parents/volunteers if they can't have their ride to pick them up.)

2nd offense – Not allowed to perform and Grade Reduction (Student will be utilized in assisting parents/volunteers if they can't have their ride to pick them up.)

3rd offense – Not allowed to perform, two-week suspension from band program, & parent phone call

4th offense – removal from band program & parent letter

Absence from Performance

If a band student has an **UNEXCUSED** absence from a performance, they are subject to immediate removal from the band program and will receive a grade of 0%. **STUDENTS ARE REQUIRED TO ATTEND ALL PERFORMANCES. ALL PERFORMANCES ARE MANDATORY!!!**

Grade Requirement

All members within the Cordova High Band program are required to always maintain a passing grade of a C in all classes. The band director will check student eligibility on the following dates: 8/21, 9/11, 9/25, 10/16, 10/30, 11/13, 12/11, 1/8, 1/22, 2/5, 2/19, 3/5, 4/2, 4/16, 4/30. In the case that a band member does not meet the required passing grade the first time grades are checked, the parents will be notified. If the grade isn't satisfactory after the second grade check, they will be placed on probation until the next grade check. The student will then show the band director their grades to see if they are eligible again. If the student meets the grade requirement, then the probation will be lifted. If the student still does not meet the grade requirement, then the student will be placed on suspension. If the student does not make the required Grades after suspension, then it is under the discretion of the Director of Bands to whether they will be removed from the band program.

BAND ROOM EXPECTATIONS/REGULATIONS AND CONSEQUENCES

- **Follow Directions**
- **ALL RULES OF MSCS AND CORDOVA HIGH SCHOOL APPLY.**
- **NO TALKING, CHEWING, EATING, OR DRINKING ANYTHING OTHER THAN WATER in the band room.**
- **NO P.D.A. (Public Displays of Affection)—touching of any kind will be considered P.D.A. and disciplinary action will result.**
- **PHONES are not to be used during rehearsals unless you are using the phone as a tuner (Tonal Energy). Failure to do so will result in phone privileges being taken away unless you are using the phone as a tuner. Failure to do so will result in phone privileges being taken away.**
- **Only play when instructed to do so.**
- **Stop playing immediately when cut-off is given, or move is completed.**
- **If you don't play it, don't touch it.**
- **The Band Director Office and the storage rooms are off limits without permission.**
- **Never enter the band room without a director being present without permission.**
- **Only band members are allowed in the band room.**
- **The band room is for rehearsal and SCHOOL OWNED instrument storage.**
- **Don't keep personal belongings in the band room (clothes, shoes, books, notebooks, etc.)**
- **Always keep your hands to yourself.**
- **Stay seated unless instructed otherwise or unless you get permission.**
- **Always respect yourself, your surroundings, others, and those in charge.**
- **All trash (paper, broken reeds/drum sticks, etc.) is to be deposited in the waste baskets provided.**
- **At any time, whether it's lunch, afterschool, or throughout the school day, you are not allowed to stand around and linger in the halls of the school PERIOD.**

- **The band room is open afterschool for practice only. If you are not in the band room to practice you must leave the school building. Failure to follow this rule can result in a Discipline Referral.**
- **All personal displaced items will be placed in the lost and found. Items in the lost and found will be disposed of after a week if unclaimed.**
- **Failure to follow any of these expectations will result in the consequences below.**

Consequences

1st offense – warning

2nd offense- Band Disciplinary Action

3rd offense- Band Disciplinary Action

4th offense – parent communication (email, text, or phone call)

5th offense – parent conference

6th offense – Not allowed to perform, one-week suspension from band program, & parent phone call

7th offense – Removal form Band Program

In the case of extreme violations of MSCS or CHS polices, the parent will be called, the student will be asked to leave campus (after school), and the grade level administrator will be notified

ID BADGES

All students enrolled in the Cordova High School Band Program will be assigned ID badges. These badges serve as essential tools to streamline various aspects of our program and promote accountability among our students.

Your ID badge will be required for:

- Instrument checkout
- Daily class and rehearsal attendance
- Filling out absence excuse forms
- Bus check-in for off-campus events
- Turning in fees (in person only)
- Receiving hall passes

Please note that failure to present your ID badge when required may result in the inability to complete certain tasks and could potentially lead to a reduction in grades.

Replacement ID badges are available for purchase at a cost of \$2 each. This fee covers the administrative expenses associated with issuing a new badge. We encourage all students to keep their ID badges in a safe and secure location to avoid the need for replacement.

By requiring ID badges, we aim to instill a sense of responsibility and accountability in our students. We believe that this practice not only facilitates the smooth operation of our band program but also teaches valuable life skills that extend beyond the classroom.

NOTES FROM OTHER TEACHERS TO COME TO THE BAND ROOM DURING THE SCHOOL DAY

If another teacher allows any band student to come to the band room during the school day, the band room will be open for individual practice. The student will only be admitted in the band room if they have a note from the teacher with their current grade written on the note. Students will be denied access without the note.

UNIFORM REGULATIONS

It is a privilege to wear the Cordova High School Band uniform. There are several high schools that don't even have a band uniform. Make sure you have all parts of the uniform at each performance. KEEP YOUR UNIFORM CLEAN AND PRESSED! If your uniform does not meet the high standard required in the Cordova High Band, you are subject to being removed from a performance or not traveling with the band. This uniform is a symbol of pride and will be worn accordingly. You must wear all of the uniform (minus the hat) or none of the uniform! Most students choose to wear lightweight shorts under their uniform, giving them the option to remove it at appropriate times. If a band member is seen wearing the uniform incorrectly at any time, the student will be counseled. If the offense is repeated, the uniform will be asked of that student!

- Don't remove material from the uniform if alterations are necessary.
- Take extra time and care when hanging up your uniform.
- Always store your hat in its hat box.
- Clean your uniform after *every* performance. Your uniform and the people you sit by will thank you.
- Never leave any part of your uniform in the band room
- **Never wear earrings, sunglasses, and other jewelry with your uniform.**
- Never wear sunglasses, and other jewelry with your practice uniform.
- Never wear sunglasses, and other jewelry with the hot game uniform.
- Wear head gear (Shakos/Hats) at the appropriate angle and never backwards.
- Hair should be tied or pinned up and not hang past the collar
- Gloves should be white (not grey, brown, ivory, cream, off white, etc.!)

Please make sure that the proper uniform is worn. The uniforms can be seen on the following page. If the proper uniform/attire is not worn, the student will not be allowed to perform. This will count as an unexcused absence. If the students need repairs to the marching band uniform, they are to notify the uniform manager no later than 48 hours before a performance.

Cordova High Band Uniforms

Marching Band

Marching Coat
 Marching Pants
 Band T-Shirt
 Black Socks
 White Gloves
 Plume
 Marching Shako
 (Hat)
 White Spats
 Jungle Boots
 Band Hat

Marching Band Practice

Practice Shirt
 Black Shorts
 Shoes (No FLIP FLOPS or CROCS)

Symphonic Band, Percussion Ensemble

Young Men

Black Slacks
 Black Dress Shirt
 Black Dress shoes
 Black Socks

Young Ladies

Black Dress or
 Black Skirt, or
 Black Slacks, with
 Black Blouse
 Black Shoes. (Heels can be no longer than 3 inches)

Jazz Band

Young Men

Black Slacks
 Black Long Sleeve Dress
 Shirt with collar
 Black Dress shoes
 Black Socks
 Solid Green Bow Tie
 (school owned)

Young Ladies

Black/Green Dress or
 Black Skirt, or
 Black Slacks
 Black Blouse
 Black Shoes

Pep Rally

Under discretion of the band president

Hot Football Games

Band Pants
 Band Windsuit Jacket
 (Cold Games Only)
 Band T-Shirts
 Black Socks
 Black Shoes
 Hat

INSTRUMENTS

The band provides most instruments for students who do not own one. These instruments will be issued at the beginning of the school year. All school-owned instruments include a protective case. Students must transport school-owned instruments inside the case to and from school. Students who fail to transport school-owned instruments inside the approved case will be charged for any damage the instrument incurs and may lose the privilege of using a school instrument. Damage due to abuse and neglect of any school owned instrument/equipment will be repaired at the student's expense. A privately owned-instrument is the responsibility of the student who owns it. Students should check with their parents to see that the instrument is included on their homeowner insurance policy. Abuse, neglect or carelessness when using a school-owned instrument may result in the loss of the privilege of using a school instrument, and the student will be responsible for paying any repair bills that result from that abuse or neglect. We are extremely fortunate and proud of equipment here at Cordova High School. Please take care to keep all stands, chairs, etc. in the best possible shape, and report any damaged items to a band director immediately. Any vandalism or intentional damage to school property or to another band member's property will result in an immediate discipline referral. All instruments should be kept in excellent playing condition and stored properly at all times. Never leave an instrument in an open case or unattended. The rental fee for instruments will be **\$30.00** for the school year.

MUSIC

All sheet music must be brought to each rehearsal, or arrangements must be made to have it delivered so that it is available. A pencil is also required for each rehearsal. If a student just so happens to misplace or lose their music, it is the student's responsibility to scan the QR code and request new music. A fee may be applied of \$2 per song if this is a repeated offense.

PERFORMANCE & TRAVEL PROCEDURES

School-sponsored trips are an extension of the school day, and all MSCS and Cordova High School regulations are in effect for the duration of the trip.

Bus Procedures

All band members will travel to and from each event by bus. If another arrangement is necessary, this must be discussed with the director in advance, but band students will not be released to anyone other than their parents. The following procedures are in effect:

- Stay seated when the bus is in motion. Nothing is to be thrown from the bus windows.
- Refrain from loud talking/singing, etc. The Band Staff will check roll each time the bus is boarded. There is no talking five (5) minutes after departure and five (5) minutes before arrival. Everyone is to be seated and silent.
- No glass containers are allowed. Trash is to be placed in the bags provided. Each band member is responsible for keeping the bus clean.
- Earphones will be required for personal music systems. (Phones, etc.)
- **NO P.D.A. (Public Displays of Affection)**—touching of any kind will be considered P.D.A. and disciplinary action will result. Repeated violation of this rule will result in those students involved losing their travel privileges.
- The bus driver is the final authority in giving safety instructions while students are on the bus. Please follow any instructions given by the bus driver immediately and without question. Students unable to follow safe and orderly procedures while using the busses will lose the privilege of riding with the band.
- All members are responsible for taking their own equipment to the designated loading area or on the bus with them. MSCS, Cordova High School, CHS Band Staff, and/or the Booster Club cannot and will not be held responsible for lost or stolen items left on a bus.

Football Games Procedures

The following procedures will apply to football game performances:

- Be properly uniformed at all times.
- Sit in assigned seats and do not move about during the games.
- Pay attention to the Band Staff and the Drum Major(s)
- Do not take any unauthorized refreshments during the game/performance.
- No one but **BAND PERSONNEL** is allowed in the band section without the permission of the band director.
- Treat visitors, other directors, other band members, and guests politely at all times.
- **NO PHONES USED IN THE STANDS UNTIL THE DIRECTOR SAYS TO CALL YOUR RIDE.**
- Enjoy the game, yell, scream, talk, dance, have fun; but remain in your section and be ready to play.

Out-of-Town/Overnight Trips

Students who represent Cordova High School on out-of-town trips are expected to maintain very high standards in every aspect at all times. They are expected to attend and be on time for all sessions and activities scheduled for them. In the event of overnight trips, they are expected to be in their rooms at the times designated. Students who are involved in a serious disciplinary offense on a school-related trip, such as the use, possession of, or being under the influence of illegal drugs or alcohol, stealing, fighting, going in the room of a member of the opposite sex, or some other serious offense will face disciplinary action which may include one or more of the following:

1. The student will be sent home from the trip at the parents' expense.
2. The student will be held liable for damages to property.
3. The student may be removed from this school activity as well as other school co-curricular activities.
4. The student may be placed in In-School-Suspension (ISS), Off-Campus-Suspension, or Expulsion.

Students' attire during school activities outside the school day should be in good taste. If there is any question of taste, the director decision(s) is final. All adults on trips serve as sponsors. Students will be expected to treat them with respect at all times. In the event a parent sponsor gives needed supervision, band students must honor that with utmost respect.

STUDENT LEADERSHIP

The Executive Board is comprised of the Drum Major(s) and officers elected by the band:

A. President

- Conduct meetings, offer suggestions, and keep director up to date on council decisions
- Act as band representative for suggestions and grievances to be transmitted to the director
- Has power to call emergency meetings of the band council
- Student liaison to the Booster Club
- Responsible for setting council meetings
- All Chair Appointed Committees will be brought to the president. The president will then submit the committees to the Director of Bands for approval.

B. Vice-President

- Officer in charge of band hall appearance
- Has the power to assign students to assist in cleaning and organization of the facilities
- Serve as President in his/her absence

C. Equipment Manager

- Recruit and manage loading crew
- Assign and manage a set-up crew for concert performances
- Notify Director of needed repairs

D. Librarian

- Help organize, distribute and collect sheet music
- Copy music
- Organize and maintain the band library

E. Uniform Manager (2)

- Help organize, distribute and collect band uniforms
- Notify Director about needed repairs

F. Historian

- Collect photos, paper articles, and other items pertaining to the Cordova High School Band, achievements and activities and store neatly in a scrapbook for future use. If E-Board requests, assemble slide presentation for band banquet/picnic.
- Maintain Social Media accounts (Instagram, Twitter, TikTok, etc.)
- Maintain communication with Cordova High School Band Alumni.

These student leaders are to help us in the day-to-day operations of the band program. Although there certainly are other strong leaders in band, a strong leadership hierarchy is important to our success. If a band member has a complaint about a Student Officer, he/she should contact the band director, who will consider the complaint and outline a course of action.

TEACHER ASSISTANTS

The Student Teacher Assistant (TA) in the band class serves as a support system to the Band Director in various organizational and instructional capacities. The Student Teacher Assistant (TA) plays a vital role in supporting the Band Director and facilitating the smooth operation of the band class. By fulfilling their responsibilities with dedication and professionalism, TAs contribute to the overall success of each daily band period. Below are the duties of the student teacher assistants.

1. Assist in the preparation and execution of warm-up routines, ensuring that all students are engaged and participating effectively.
2. Aid in the process of taking attendance at the beginning of each class, ensuring accuracy and timeliness in recording student presence and absences.
3. Assist in organizing the band classroom space, including arranging chairs, music stands, and other necessary equipment for efficient and effective rehearsals.
4. Assist in distributing sheet music and collecting it at the end of rehearsals, ensuring all materials are accounted for and properly stored.
5. Serve as a liaison between the Band Director and students, conveying important information, reminders, and announcements effectively.
6. Demonstrate reliability by consistently fulfilling assigned duties and responsibilities punctually and effectively.
7. Always adhere to the school's code of conduct and policies, demonstrating respect, integrity, and professionalism in interactions with students and staff.
8. The TA role may be assigned on a semester or yearly basis.

MATERIALS AND SUPPLIES

Materials/Supplies Needed:

Quality Instrument (this applies to students playing personal instruments)

2 – Boxes of Reeds (I suggest Vandoren or Rico for in class. Legere Synthetic Reed for marching band only)
(Clarinets and Saxophonists Only) *

2 – Bottles of Valve Oil (Trumpets, Horns, Euphonium and Tubas Only)

2 – Bottles of Slide-O-Mix (Trombonists Only)

10 – Reeds (bassoonists/Oboes) *

-Metronome and Tuner

-Fingering chart app

-Earplugs

* All Reed players must have a minimum of 3 playable reeds at **ALL TIMES!!!!**

For Drumline:

These are the materials that are necessary in order to be a functioning member of the drum line.

Snares:

- 2 functional pairs of Promark System Blue DC17 (\$10.99 at Memphis Drum Shop)
- Earplugs
- 2 Drum Straps (one for rehearsals, the other for performance)
- Metronome/Tuner
- High tension tuning keys (Preferably Pearl or Yamaha brand, section leaders must have, recommended for all members)

Tenors:

- 2 functional pairs Baby Black Jack Mallets (\$38.00 + Shipping at americandrum.com)
- Earplugs
- 2 Drum Straps (one for rehearsals, the other for performance)
- Metronome/Tuner
- High tension tuning keys (Preferably Pearl or Yamaha brand, section leaders must have, recommended for all members)

Basses

- 2 functional sets of Black Jack 3 mallets (\$46.00 + shipping at americandrum.com)
- Earplugs
- 2 Drum Straps (one for rehearsals, the other for performance)
- Metronome/Tuner
- High tension tuning keys (Preferably Pearl or Yamaha brand, section leaders must have, recommended for all members)

Cymbals

- Black and White Bandanas (Autozone/Walmart/Amazon/Beauty Supply Stores)
- Earplugs
- Multipurpose Applicator Pads (Autozone/Walmart/Amazon)
- Metronome/Tuner

All Percussion Members/Concert Setting

-Earplugs

1 – Pair of Vic Firth SD1 General Drum Sticks (Can be bought from Amro, Amazon, Memphis Drumshop)

1 – Pair of Hard Rubber Mallets (Can be bought from Guitar Center, Amro, Amazon, Memphis Drumshop)

1 – Pair of Soft Rubber Mallets (Can be bought from Guitar Center, Amro, Amazon, Memphis Drumshop)

MAKE UP ASSIGNMENTS/PROCEDURES

Make-Up Policy:

All in-class assessments missed due to excused absences must be made up within how many days the students missed of returning to school, unless there are extenuating circumstances. For example, if a student miss one day, the student has one day to make up the assignment, if they miss two days, then they have two days to make it up. If a student miss one week, they have a week to make up the assignment; however, if they miss two weeks, then they have a week to make up the assignment. It is the student's responsibility to make up the assignment.

Excused Absence from a Performance

A required **alternative assignment** takes the place of a performance when the absence is excused. A **mandatory** performance in **band** is like a presentation for a class project in any other class. In the case that the student is absent, it is the student's responsibility to fill out the excused absence request form before the performance at www.wolfpackbands.org. In the case the student does not have internet access, it is up to the student to fill out the paper copy that can be found in the band room Before the performance. If two or more performances are to be missed, two or more excuse forms are to be filled out. The online excuse forms will be returned by email within 24 hours of the student filling it out. Not all absences will be excused! After the excuse form is turned in and approved, all make-up assignments are due within one week of the missed performance(s). There is a separate make-up assignment for each performance missed. If no assignment is submitted, a "zero" will remain permanent for that performance. Students should be sure that all text is in their own words and is edited for sentence structure, punctuation, and spelling. **All papers must be typed. No handwritten pages will be accepted.** The alternative assignment can be found at www.wolfpackbands.org or in the band room.

Plagiarism Policy:

The practice of taking someone else's work or ideas and passing them off as one's own is plagiarism. Students found guilty of plagiarism will be subject to disciplinary referral and their assignment will be graded as a zero.

GRADING AND GRADE PERCENTAGES

Grading in band is based upon participation and playing evaluations. Grades for band students are usually higher than the norm, which is understandable, since we have the “cream-of-the-crop” of the student body in the band program. Students belong to our program because they “want to,” not because they “have to!” Band students receive a grade for each performance attended.... i.e., football games, concerts, competitions, etc. Students will receive additional grades based on daily participation, sectionals, playing & written tests, etc. Students must have equipment in good working order, for marching band rehearsals have the correct attire, and be present at all required rehearsals and performances for their participation and performance grade. Students must be in attendance for the entire duration of the practice and performance to receive their full grade. If these expectations are not met, i.e. not attending practice or performances, the participation grade will be affected. In the case a student must miss a rehearsal/performance an excuse must be filled out. Filling out the form does not grant permission to miss an event, but rather to inform the directors that you will not attend. Not all requests are granted and could have potential negative impact on the student’s grade.

10% After-School Rehearsals

25% Performance

25% Test

40% Daily Participation/Class Rehearsals

Please remember that missing an afterschool rehearsal unexcused, will result in the student not being able to perform for the week. This accounts for 35% of the student’s grade.

PASS-OFFS

During the competitive marching season, we will assess students’ capabilities of being able to perform on the field. In order to ensure that we are preparing to receive the best score, DISCIPLINE must be shown by the student through playing and in marching. Every Wednesday, I will conduct a pass-off during rehearsal. The band staff and I will thoroughly examine every individual student through these certain criteria.

1. Every student must demonstrate the ability to march correctly, this includes but is not limited to, correct knee height, proper carriage, keeping your head and eyes straight, not looking around, and knowing your spot on the field.
2. Knowing the music by memory and playing it proficiently.
3. Maintaining discipline during rehearsal and in ALL classes.
4. Attendance to rehearsals.

If the student does not accurately display all criteria, then the director can sit them down for the upcoming performance. Students are still required to attend the game.

SEESAW

Seesaw is a platform that facilitates communication and collaboration between teachers and students. It allows for the sharing of assignments, feedback, and educational resources. In the context of turning in a band playing test, you can upload your performance recording to Seesaw, where the band director and their peers can review it and provide constructive feedback. It streamlines the process of submitting and grading assignments, making it efficient and convenient for everyone involved. All playing test for the year will be uploaded through seesaw.

ALL WEST AUDITIONS/SOLO AND ENSEMBLE

Students will be assigned to either participate in WTSBOA's All West Honor Band auditions or Cordova High's solo and ensemble at the discretion of the teacher. This assignment will be based on various factors including skill level, readiness, and the overall needs of the ensemble. Students will not have a choice regarding which event they will participate in.

All West Honor Band auditions typically take place in January. Once the specific date becomes available, it will be added to the band calendar, allowing students and parents to plan accordingly. All West Honor Band showcases some of the brightest middle and high school musicians in West Tennessee.

Solo and ensemble performances at Cordova High are scheduled for May 5th. This event provides students with the opportunity to showcase their individual and small group musical talents.

At the beginning of the school year, parents and students will receive a schedule of tests and events for the first semester via the band app. This schedule will outline important dates, including rehearsals, performances, and assessments, ensuring that everyone is well-informed and prepared for the upcoming events in the band program.

COLLEGE AUDITIONS

Seniors at Cordova High must audition for colleges for band scholarships. Each year, colleges visit Cordova to conduct auditions, offering many students significant scholarship opportunities. The audition criteria typically include knowing all 12 major scales, sight-reading, and preparing two pieces. It's encouraged for students to utilize their All-West audition music as their prepared pieces, as it showcases their proficiency and preparation. These auditions provide seniors with a valuable opportunity to demonstrate their musical abilities and secure scholarships for their future education. Please note that audition schedules may vary: some colleges schedule their auditions in advance, while others may notify the band director the day before. It is the student's responsibility to be always prepared through consistent daily practice. Additionally, when a college visits Cordova High, all seniors are required to audition on that day for a grade. Below is the scholarship amount required to achieve a certain grade for the spring semester scholarship audition project. This will significantly influence the calculation of senior student grades for the spring semester.

Grade	Scholarship Amount	Scholarship Amount
A (100%)	\$100,000.00 and above	\$5,000 from at least 5 colleges to receive minimum amount. (\$20,000 for 4 years per college.)
B (89%)	\$75,000.00-\$99,999.00	\$3,750 from at least 5 colleges to receive minimum amount. (\$15,000 for 4 years per college.)
C (79%)	\$50,000.00-\$74,999.00	\$2,000 from at least 5 colleges to receive minimum amount. (\$10,000 for 4 years per college.)
D (69%)	\$25,000.00-\$49,999.00	\$1,000 from at least 5 colleges to receive minimum amount. (\$5,000 for 4 years per college.)
F (50%)	\$24,999-\$0	Unsatisfactory!!!!!!

PLAYING TEST GRADING RUBRICS

The rubrics used for playing tests can be seen below. Please note these are for test submitted for class grading only. In the handbook signature agreement, please indicate whether you would like the playing test rubric sent by email (non-MSCS email) or printed.

SECTION AND MEMBER OF THE MONTH

****Section of the Month:****

Each month, one section will be recognized for their outstanding dedication and teamwork. The chosen section will receive either a \$5 gift card or \$5 off their band fees, as a token of appreciation for their hard work and commitment.

****Member of the Month:****

Additionally, one exceptional member will be selected as the Member of the Month. This individual will have demonstrated exceptional musical skill, leadership, and a positive attitude. The Member of the Month will have the option to receive either \$5 off their band fees or select merchandise from Mac Man Tech Repair and Accessories or Jusst Envy Me brand of apparel.

****Double Recognition Bonus:****

In the event that a student is both a member of the chosen Section of the Month and selected as the Member of the Month, they will receive special recognition. These students will be eligible for up to \$10 off their band fees or a \$10 gift card, as a reward for their outstanding contributions to the band program.

PERCUSSION/DRUMLINE POLICIES AND PROCEDURES

Snare Sticks

Snares and tenors need to have a functional pair of performance sticks and a functional pair of rehearsal sticks. Functional sticks are:

- Free from chips out of the bead of the stick
- Free of any splintering
- Free from waterlogging
- Free of splits in the tape on the sticks

These guidelines are in place in order to maintain the highest consistency possible from rehearsal to performance. If sticks have any of the above-mentioned problems, then the sound quality will be highly diminished which destroys any efforts to blend the sound of the pair of sticks, much less blending with the rest of the section. It is to this end that you should have 2 pairs of sticks at a time. Once the rehearsal sticks are no longer functional, the performance sticks then become the rehearsal sticks and it is time to purchase a new pair of sticks as a backup.

Bass Mallets and Tenor Sticks

Bass drums need to have two pairs of mallets, one pair for performance and one pair for rehearsal. Bass mallets are to always be:

- Dry

It is very easy for bass/tenor mallets to become waterlogged if exposed to moisture, so it is of the utmost importance that, as bass/tenor drum mallets are expensive, they are taken care of properly. In the event of a performance where it is already raining, we will switch to using our rehearsal mallets to prevent damage to the performance mallets.

Packing Drums

Drums are to be placed in their cases when transporting them. When carrying a case do not carry it by the fastening straps, carry the case by the handles as that is the function of the handles. The fastening straps are not meant to bear weight, particularly at the plastic buckle that holds the strap together. These buckles break easily when used for a function other than what they were intended. Your case, like your drum, is your responsibility.

- Snares - When packing your drum, the drum will be placed with the bottom head down into the case.
- Tenors - When packing your drum, the drum will be placed with the top head down into the case. Keep your sticks with you in a bag.
- Basses - When packing your drum place the drum in the case so that the part of the drum with the harness eyelets is in one of the squared-off corners of the bass case.

Rain

If it should rain when the drums are outside (which it invariably does every season), it is your responsibility to clean off your instrument before you leave the performance or rehearsal. You must wipe off the entire surface of your instrument including all of the tension rods and heads. This prevents rust from developing on the instrument, improving the longevity of the drums and heads.

Tuning

Tuning will be done before any performance and will be done by the section leaders and/or by the percussion instructor, Mr. Williams or the assistant percussion instructor, Ms. Peterson.

Cymbal Strap/Bandana Tightening

Cymbals have to check their knots before every rehearsal and performance to make sure that the straps are tight enough and in good enough condition to withstand the stress of playing. It is the responsibility of each player to monitor their cymbal straps to prevent breakage and possible damage to the cymbals.

Sectionals at the School

Required sectionals will be scheduled every week. You are expected to attend every sectional, they will be graded. We have a limited amount of time to work together and any sectional we have are necessary to meet our goals. Writing an email or sending a text the day of the sectional is not acceptable. Sectionals will be called by either the section leaders, Ms. Peterson, or Mr. Williams.

Sectionals Outside of School

It is vital that there are sectionals occurring outside of the school. Each section will be responsible for arranging a weekly sectional to learn material and new music OUTSIDE of the typical band rehearsal times. These sectionals are crucial for the drum line to learn music, get used to playing within their own section and working together as a section. Section leaders will be responsible for scheduling these outside of scheduled rehearsals. Section leaders will let Mr. Williams know who attended and who didn't. These sectionals can be gathered at a location agreed on by section members. **ALL SECTIONALS ARE GRADED.**

Percussion Binder/Music

For every class and rehearsal, it is mandatory that students always bring their percussion binder as well as their music. Each student will be given a starter binder and starter sheet protectors. In the case, that the binder tears apart, or they run out of sheet protectors, it is up to the student to replace/buy more materials. **FAILURE TO DO SO WILL RESULT IN THE STUDENT RECEIVING A 50 FOR THE CLASS PERIOD/REHEARSAL.**

BAND CLUB FEE

The Band Department does not receive any funds from Cordova High School or Memphis-Shelby County Schools system. It is therefore necessary for the band department to secure funds through its own means. Expenses such as new music, new instruments, gloves, boots, transportation, equipment, and music supplies are among some of the expenses that we have to pay just to operate. Each student's family is expected to pay their Band Club Fees to meet the costs of these expenses.

The Band Club Fees for this year is **\$500**. For jazz band only students i.e. bass player, guitar player, will pay a fee of **\$100.00**. The band fees for this year's majorettes and flag corps are **\$600.00** total. This is in due to all the other necessary items needed for them to purchase. The fee breakdown can be found on the next page. Families with two or more children in the band will pay a lesser fee of **\$375** each for instrumentalists. **The Band Club Fee doesn't include Band Camp Fees, or the costs of any over-night trips scheduled.** Students that are renting instruments from Cordova High School will have an additional **\$30** added on to their Band Club Fees. This can be paid up front or also installed in their payment plan. If a student is playing on more than one instrument provided by Cordova High School, they will pay a rental fee of **\$50** for multiple instruments. Band students exclusively enrolled in the jazz band program will be subject to a reduced yearly band fee of **\$100**. These fees are applicable solely to jazz band-only instruments, including piano, guitar, bass, and drums.

The Cordova High School Band Boosters and band department itself sponsors several fundraisers throughout the year. Depending on the type of fundraiser, **up to 50%** of the profits will go towards the balance of the Band Club Fee of the student participating. Students can raise money to pay their Band Club Fee or parents can simply pay this amount. If the student earns more money that is required of their initial fee, then that money can be used for out of town trips. **BAND FEES CAN BE PAID BY CASH, MONEY ORDER, CHECK, OR THROUGH OUR ONLINE PORTAL. IF FEES ARE PAID ONLINE, PLEASE KEEP THE INVOICE. IF FEES ARE PAID IN PERSON, A RECEIPT WILL BE SENT TO THE PHONE NUMBER OR EMAIL ON FILE UPON REQUEST. PLEASE DO NOT SEND BAND FEE MONEY DIRECTLY TO OUR CASH APP. IF FEES ARE SENT DIRECTLY TO CASH APP, IT WILL BE REFUNDED AND NOT CREDITED TO THE STUDENT'S ACCOUNT. A \$5.00 FEE WILL BE DEDUCTED FROM THE AMOUNT SENT FROM THE REFUND. THE OPTION TO USE CASH APP PAY CAN BE FOUND ON OUR ONLINE PORTAL.**

BAND CLUB FEE RESPONSIBILITY

It is important for all students and parents to understand that participation in the Cordova High School Band Program is a commitment that extends beyond mere attendance at rehearsals and performances. As such, we have implemented a policy regarding band fees to ensure the financial stability of our program and the equitable distribution of costs among all members.

In accordance with the signed agreement, students who choose to voluntarily withdraw from the band program are still responsible for the payment of band fees that were due prior to their withdrawal. This policy applies regardless of the reason for withdrawal.

Please refer to the schedule below for a breakdown of band fees.

We understand that unforeseen circumstances may arise that necessitate a student's withdrawal from the band program. However, it is important to recognize that the financial obligations associated with band fees are separate from participation and must be fulfilled in accordance with the terms of the signed agreement.

Instrumentalist Payment Schedule

\$100 Due July 19th, 2024
\$100 Due August 16th, 2024
\$100 Due September 13th, 2024
\$100 Due October 11th, 2024
\$100 Due November 15th, 2024

Jazz Band Only Instrumentalist Payment Schedule

\$40 Due August 30th, 2024
\$20 Due September 20^h, 2024
\$20 Due October 11th, 2024
\$20 Due November 15th, 2024

Majorettes and Color Guard Payment Schedule 2024

\$100 Due July 19th, 2024
\$200 Due August 16th, 2024
\$100 Due September 13th, 2024
\$100 Due October 11th, 2024
\$100 Due November 15th, 2024

ATTENTION

Failure to turn in signed forms will result in YOU not being able to participate in the band program!!!

Forms needing signatures can be found at our website.

www.wolfpackbands.org