Cordova High School Bands

2026 – 2027

Handbook

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Director of Bands

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PREFACE

The success of any organization is rooted in the commitment of its members to pursue excellence with consistency, discipline, and purpose. While perfection may never be fully attained, the continuous effort to reach it strengthens both the individual and the group.

Each member of the Cordova High School Band plays a vital role in our collective success. A shared commitment to preparation, accountability, and teamwork is essential in achieving our goals and maintaining the high standards of our program.

Our band program has a strong tradition of excellence, and we will continue to build upon that legacy. This handbook serves as a guide to help all members understand how the program operates and the expectations required for success. It is the responsibility of every student to read, understand, and follow the information outlined in this handbook.

By doing so, students will be better equipped to contribute positively and maximize their experience within the program. If there are any questions, please do not hesitate to ask. We are committed to ensuring that every member has the knowledge and support needed to succeed.

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 committed to developing students to their highest level of musical and personal excellence. Our goal is to cultivate a lifelong appreciation and understanding of music through meaningful and engaging experiences.

The Concert Bands serves as the foundation of the program, providing students with the core skills necessary for musical growth. While multiple performance opportunities are available, these ensembles are where fundamental concepts are developed and refined.

Although performance is a central focus, it is not the sole objective. We believe that the process of learning is just as important as the final performance. Through rehearsals and study of quality literature, students develop essential musical skills, discipline, and critical thinking.

In addition to performance preparation, students will engage in listening, discussion, and written analysis of music, while gaining a foundational understanding of music history and theory.

Students are strongly encouraged to take advantage of all musical opportunities available both within and beyond the school. Private lessons are highly recommended for those seeking continued growth and those interested in pursuing music beyond high school.

IMPORTANT CONTACT INFORMATION

Cordova High School Band

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COMMUNICATION

Bi-Weekly Band Newsletter: Families are encouraged to regularly review the bi-weekly band newsletter available through CutTime. The newsletter contains important updates regarding rehearsals, performances, fundraisers, deadlines, travel information, and other program announcements.

ENSEMBLES

WIND ENSEMBLE: This advanced ensemble is designed for students who demonstrate a high level of musicianship and commitment to performance excellence. Members are expected to refine and showcase superior technical ability, tone quality, and musical interpretation through the study of advanced wind band literature representing a wide range of musical periods and styles. The Wind Ensemble consistently strives for excellence through performances in concerts, adjudicated assessments, and festivals. Enrollment in this ensemble requires students to be concurrently enrolled in **Senior Band Honors II–IV**. Members are **required to audition for the All-West Band**, unless otherwise approved by the director. Failure to fulfill this requirement may result in a grade of **F for the 2nd quarter**. After-school rehearsals are mandatory to achieve and maintain the highest level of performance. Students are expected to demonstrate discipline, accountability, and leadership within the ensemble. **Private lessons are strongly encouraged to support continued individual growth and success.**

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

MARCHING BAND: The Dynamic Sounds Marching Band 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 as listed in powerschool); 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. Students are **STRONGLY ENCOURAGED TO PARTICIPATE IN THE MEMPHIS JAZZ WORKSHOP.**

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/percussion 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 to be a part of the team.

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.

CORDOVA HIGH BAND DEPARTMENT COURSE OFFERINGS

Intermediate Band I-IV (listed in powerschool as Wind Ensemble I-IV/Senior Band Honors I)	Stage Jazz Band Honors I – IV
AP Music Theory	Percussion
	Senior Band (Honors) II – 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. From 2:15-2:43, 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 Mr. White.

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 will be marked tardy in the attendance. Instrument maintenance should be done PRIOR or AFTER Class.
2. Do not ask to go to the restroom during the first 15 minutes or the last 15 minutes of class unless it is an emergency. If a student abuses restroom privileges, whether before class, during the 15-minute rule, or during class time, those privileges may be revoked, and a parent conference will be requested. Please remember that our class officially starts 3 minutes after the bell rings; use that transition time wisely to take care of personal needs.
3. Hall passes are intended for emergencies and essential needs only. Students are expected to take care of personal business before entering rehearsal or class whenever possible. All students must properly check out the hall pass using the designated iPad system before leaving the band room for any reason. Failure to properly check out using the iPad may result in disciplinary consequences and loss of hall pass privileges. Students are limited to three (3) hall passes per week regardless of the number of band classes, rehearsals, or ensemble periods in which they are enrolled. Excessive hall pass usage, abuse of privileges, extended time out of class, or misuse of the hall pass system may result in restricted hall pass

access, parent contact, or additional disciplinary action. Students are expected to leave and return promptly and may not use hall passes to visit other classrooms, hallways, vending machines, or unauthorized areas of the building.

4. 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.
5. Cases, backpacks, purses, and all items not related to rehearsal are to be kept away from the band set up during rehearsal.
6. There are to be NO PHONES, HEADPHONES, etc. visible during class at any time. Failure to do so will result in phone/smartwatch being taken away or being removed from band rehearsal.
7. 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.
8. THERE IS TO BE NO OFF-TASK BEHAVIOR (THIS INCLUDE TALKING DURING REHEARSAL, DOING HOMEWORK, ETC.)

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. **SPORTS PHYSICALS ARE REQUIRED.**

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 performance 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. 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.

Students on band academic suspension or students who are not permitted to perform due to missed band payment(s) are not permitted to attend rehearsals, practices, performances, competitions, trips, or any other band-related activities during the suspension period. Any student who misses a performance due to suspension will be required to complete an alternative assignment to receive credit for the missed performance grade, as well as additional written assignments to make up for missed rehearsals during the suspension period. Failure to complete the alternative assignment and required assignments may result in a grade of zero for the performance and rehearsals missed.

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. If the student schedule is not able to be changed, their instrument will be turned in, and they will complete book work and type papers for the duration of their time in the band class. **STUDENTS ARE REQUIRED TO ATTEND ALL PERFORMANCES. ALL PERFORMANCES ARE MANDATORY!!!! Students on band academic suspension or students who are not permitted to perform due to missed band payment(s) are not permitted to attend rehearsals, practices, performances, competitions, trips, or any other band-related activities during the suspension period. Any student who misses a performance due to suspension will be required to complete an alternative assignment to receive credit for the missed performance grade, as well as additional written assignments to make up for missed rehearsals during the suspension period. Failure to complete the alternative assignment and required assignments may result in a grade of zero for the performance and rehearsals missed.**

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, band app personal message, or phone call)
4th offense – two-week suspension from band program & parent conference
5th offense – semester suspension from band program, parent conference, & parent letter
6th 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, band app personal message, or phone call)
3rd offense – Not allowed to perform, one-week suspension from band program, & (email, text, band app personal message, or phone call)
4th offense – Not allowed to perform, two-week suspension from band program, & (email, text, band app personal message, or phone call)
5th offense – Not allowed to perform, semester suspension from band program, parent conference, & parent letter
6th offense – removal from band program & parent letter

For Performances
Late for Call Time (five minutes or more)
1st offense – Not allowed to perform (Student will be utilized in assisting parents if they can't have their ride to pick them up.)
2nd offense – Not allowed to perform & parent phone call
3rd offense – Not allowed to perform, one-week suspension from band program, & (email, text, band app personal message, or phone call)
4th offense – Not allowed to perform, two-week suspension from band program, & (email, text, band app personal message, or phone call)
5th offense – Not allowed to perform, semester suspension from band program, parent conference, & parent letter
6th 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%. If the student schedule is not able to be changed, their instrument will be turned in, and they will complete book work and type papers for the duration of their time in the band class. **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 in all classes. The band director will check student eligibility randomly starting on 8/25. 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. Students whose grades begin to decline may be required to report before rehearsal to complete assignments, receive tutoring, or work on missing coursework prior to participating in rehearsal activities. Academic accountability takes priority over extracurricular participation. Tutoring and academic assistance are offered on Tuesdays and Thursdays for students needing additional support or grade improvement. If the grade isn't satisfactory after the second grade check, they will be placed on probation until the next grade check. Students placed on academic probation are required to report on Mondays, Wednesdays, and Fridays to the band room (practice days only) and Tuesdays and Thursdays to work on assignments, receive tutoring, and demonstrate academic progress before participating in rehearsal activities. The student will then show the band director their grades to see if they are eligible again. Color Guard and Majorette members are required to present current grades through the PowerSchool application during designated grade check days. Failure to provide grade verification or failure to meet academic expectations may result in immediate dismissal from the band program. 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 LOCKERS

Band lockers are considered a privilege and not a right. Students are expected to properly maintain and care for any locker assigned to them throughout the school year. Failure to follow locker expectations may result in the loss of locker privileges and additional disciplinary consequences. Students are required to obtain and maintain a working lock on their assigned locker at all times. Lockers must remain locked and secured whenever not in use. The band program is not responsible for lost, stolen, or damaged items left unsecured. Band lockers must remain clean, organized, and free of trash, food, drinks, open containers, or any items that may attract pests or create sanitation concerns. Perishable items should never be stored in lockers overnight. Students may only use the locker assigned to them and may not share lockers or combinations without permission from the Director of Bands. Periodic locker inspections may be conducted by the band staff or student leadership to ensure cleanliness, safety, and compliance with school and band policies. All students assigned a locker must complete and agree to the official Band Locker Agreement before receiving or maintaining locker privileges.

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!**
- **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's Office, storage rooms, and practice rooms are off limits without permission. Students are required to properly check out and sign into a practice room using the designated iPad system before entering or using any practice room. Students are responsible for keeping practice rooms clean, supervised, and free of horseplay, food, drinks, or inappropriate behavior. Practice rooms are to be used for academic and musical purposes only. Failure to properly check out a room, misuse of a practice room, excessive noise, damage, or failure to follow expectations may result in loss of practice room privileges and additional disciplinary consequences.**
- **Never enter the band room without a director being present without permission.**
- **Only band members are allowed in the band room.**
- **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 every Monday if unclaimed.**
- **Failure to follow any of these expectations will result in the consequences below.**

Consequences

1st offense – warning
2nd offense – push ups
3rd offense – push ups
4th offense – Not allowed to perform, one-week suspension from band program, & (email, text, band app personal message, or phone call)
5th offense – Not allowed to perform, two-weeks suspension from band program, & (email, text, band app personal message, or phone call)
6th offense – Not allowed to perform, semester suspension from band program, & (email, text, band app personal message, or 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

UNIFORM REGULATIONS

It is a privilege to wear the Cordova High School 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 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! A rental fee of $50.00 will be charged per year for the uniform. Failure to pay that fee will result in failure to receive the uniform and/or perform.

- 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. Earrings will be taken out or student will be sent home with a grade of an F (0%) regardless if they just got them pierced or not.**
- 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/Headbands) 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.!)
- Headbands should be black

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.

Practice Uniform Policy

To maintain unity and professionalism during practice, all participants are required to follow the dress code below:

- **Top:** Official practice shirt must be worn.
- **Bottoms:** Official Black Shorts (summer), Official Black Sweats (fall):
- ❌ **Not permitted:** Jeans, leather pants, patterned or logoed leggings, or any non-black bottoms.
- **Footwear:** Athletic shoes of any color are allowed.
  ❌ **Not permitted:** Crocs, sandals, slides, or any open-toe or non-athletic footwear.

⚠️ **Important:** Failure to wear the correct uniform will result in 3 **grade deductions** for that day. Consistency in appearance helps build team spirit and discipline, so please come prepared.

Cordova High Band Uniforms

Marching Band

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

Marching Band Practice

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

Wind Ensemble, Concert Band, Percussion Ensemble

Young Men
Black Slacks
Black Dress Shirt
Black Dress shoes
Black Socks
Green Bowtie

Young Ladies
Black Dress or
Black Skirt, or
Black Slacks, with
Black Blouse, Black Button down shirt, or suit.
Black Shoes. (Heels can be no longer than 3 inches)

Jazz Band

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

Young Ladies
Black 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 T-Shirts
Black Socks
Jungle Boots
White Spats
Headband

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 per instrument will be **$50.00**.

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 notify the librarian. Consequences can be given if this behavior habitually happens. iPads/Tablets for music is highly encouraged.

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/Headphones will be required for personal music systems. (Phones, etc.)
- **NO P.D.A. (Public Displays of Affection)—**touching/kissing 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**

- 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/ will attend all parent meetings.
- Assist in planning and executing band events, rehearsals, and performances.
- Promote a positive and inclusive band culture.
- Help enforce band rules and expectations.
- Coordinate with section leaders and other officers to ensure smooth operations.
- Make announcements and communicate important information to the band.
- Represent the band at school functions, meetings, and public events.
- Support and mentor younger band members and officers.
- Maintain a high standard of behavior, punctuality, and commitment.
- Conduct meetings, offer suggestions, and keep director up to date on council decisions
- 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
- Assist the Band President in all leadership duties.
- Monitor and help maintain band morale and discipline.
- Help manage attendance and participation records if needed.
- Take initiative on special projects or assignments from the director or president.

C**. Equipment Manager**

- Manage loading crew
- Assign and manage a set-up crew for concert performances
- Notify Director of needed repairs
- Check instrument maintenance before performances.

E. **Librarians (3 Students selected)**

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

G. **Uniform Manager**s

- Help organize, distribute and collect band uniforms
- Notify Director about needed repairs
- Pass out shirts, headbands, and pants.

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.

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) *
-Tonal Energy App ($3.99 on the app and google play store).
-Fingering chart app
-Warm up book
* **All Reed players must have a minimum of 3 playable reeds at ALL TIMES!!!!!**

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.

Additional Assignment Requirement:
The alternative assignment may also be assigned at the discretion of the Director of Bands for students who are unable to participate in a performance due to unmet program or school obligations. These obligations include, but are not limited to, unpaid band fees, missed required payments, academic suspension, or failure to meet eligibility requirements. In these cases, the assignment will be due by 11:59 PM on the day of the scheduled performance.

Plagiarism Policy:

The practice of taking someone else's work or using AI 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
40% Daily Participation/Class Rehearsals
50% Performance/Test

Please remember that missing an afterschool rehearsal unexcused, will result in the student not being able to perform for the week. This accounts for 60% 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.

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 must pay just to operate. Band Club Fees also help support instructional resources and educational opportunities for students throughout the school year. This includes supplemental group lessons and sectionals for select sections within the band program, access to instructional technology platforms such as Sight-Reading Factory, and additional music education resources used to enhance student achievement and musicianship development. Students enrolled in Jazz Band may also be required to purchase a Jazz Deck as part of their instructional materials for the course.
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 are $600. The fees for majorettes and color guard are $700, reflecting the additional necessary items they need to purchase. Jazz only students (i.e. string bass, drum set, piano, guitar), will pay a fee of $100. A detailed fee breakdown is available on the next page. Families with two or more children in the band will pay a reduced fee of $400 each for instrumentalists. Please note, the Band Club Fee does not cover Band Camp Fees or the costs of any overnight trips scheduled. Students renting instruments from Cordova High School will have an additional $50 added to their Band Club Fees per instrument. This will need to be paid within a month after checkout.
Early Bird Special: We are offering an early bird special on band fees. The early bird special rate is $400. For all members, the fee must be paid by July 16th. This fee can only be paid online. If not paid by the specified date, the full amount of $600 will be required. For siblings, the early bird special fee is $250 each, and both students must pay by the aforementioned dates.
Majorette and Color Guard Early Bird Special: The early bird special rate for majorettes and color guard is $550.
If students owe a balance from the previous school year, it has been applied to their current fees. Please be aware that these fees will be surrendered to the school as a debt, which could prevent graduation and the withholding of documents, transcripts, etc. If you overpaid in the previous year (excluding trip and banquet payments), that amount has been subtracted from your current band fees.

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 CUTTIME. 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.**

FINANCIAL OBLIGATION NOTICE: Financial Obligations & Performance Eligibility To participate in scheduled performances, all band fees must be current. Students with past-due balances will be ineligible to perform and must instead complete an alternative assignment. This assignment is due to the Band Director at the start of the performance time to receive credit for the event. **Color guard and majorette members who are not up to date on required fees will be suspended from performances until their accounts are current. Failure to become current within two (2) weeks may result in removal from the program.**

Band Payment Schedule

Payment Schedule

1st Payment $200 July 17th, 2026
2nd Payment $200 August 14th, 2026
3rd Payment $200 September 18th, 2026

Majorettes and Colorguard

1st Payment $300 July 17th, 2026
2nd Payment $200 August 14th, 2026
3rd Payment $200 September 18th, 2026

Jazz Only Students (String Bass, Drum Set, Guitar, Piano)

1st Payment $25 August 14th, 2026
2nd Payment $25 September 18th, 2026
3rd Payment $50 October 16th, 2026

ATTENTION

All required agreement forms are available in CutTime and must be reviewed and submitted through the platform. Students will not be permitted to participate in any band activities until all required forms have been completed.