



NORTH PONTOTOC

VIKING BAND
HANDBOOK 26-27

ABOUT THE HANDBOOK

Our handbook is intended to be a GUIDEBOOK for you as you progress through the band program at North Pontotoc. The handbook outlines how we will handle some common situations and gives you a framework of what to expect as a member of the band.

The handbook is NOT intended to be a comprehensive rulebook that will govern even the smallest details of the North Pontotoc Band program.

As such, the band directors reserve their right to handle any situation not specifically listed in the handbook in a way that is fair and just – and protects the best interests of the North Pontotoc Band and its members.

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NORTH PONTOTOC BAND DIRECTORY

NORTH PONTOTOC BAND STAFF

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Symphonic Winds, Director
6th Grade Band, Director

Caleb Mooneyham: *Viking Marching Band, Assistant Director*
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MS Junior Varsity Band, Director
North Pontotoc Winter Drumline, Director

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Concert Band, Director

Bailey Mooneyham *Viking Fall Color Guard, Director*
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Valkyrie JV Winterguard, Director

BAND BOOSTER OFFICERS

Deeann Steele *President*
npbandboost@gmail.com

Tiffany McDonald *Vice President*

Jennifer Rowzee *Secretary*

Nicole Hill *Board Member at Large*

Lydia Lytal *Treasurer*

Amanda Sorrells *Social Media Accounts Manager*
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WHAT WE BELIEVE

1. We believe that student safety must be our number one priority.
2. We believe that enjoyment is found through excellence in musical performance and accomplishing goals in a team-oriented atmosphere.
3. We believe that **RESPONSIBILITY** and **ACCOUNTABILITY** is the focus behind any level of achievement within this program.

BAND FEES

All members pay a \$350 fee – due and payable as follows:

Band Camp Materials Fee - \$50, due by July 17th

Band Membership Fee - \$200, due by August 28th

Fairshare (Students are allowed to fundraise this fee) - \$100, due May 22nd

Additional Materials Fees:

Percussion Materials Fee - \$50, due by August 28th (*Percussion members only*)

Color Guard Materials Fee - \$150, due by August 28th (*Color Guard members only*)

Parents can earn credit towards their child's fees by chaperoning trips, working in concession stands, or similar service to the band program. \$20 credit will be earned per event with a maximum credit of \$40 per child. Parents may earn credit for their child(ren) only.

SCHOOL OWNED INSTRUMENTS: Use of school owned instruments is covered in the AUGUST payment of the band fee. Students who play school owned instruments will also be required to submit a contract (signed by a parent) that makes the student/parent financially responsible to repair any damage (outside of normal wear) done to the instrument while assigned to the student,

FEES CAN BE PAID in cash or check to the band office. Make checks payable to **NP BAND BOOSTERS** and make sure your phone number is on the check.

FEES MAY ALSO BE PAID ONLINE via CashApp or Venmo. Visit northpontotoc.band/fees OR Scan the QR Codes below to make your payment.



ATTENDANCE

ATTENDANCE POLICY

Absenteeism is the number one obstacle to achieving success as a band. 100% Attendance is expected of ALL band members. Band is an activity that demands cooperation with and dependence on others in order for the team to be successful. The policy of the North Pontotoc Band is that **ALL MEMBERS are present at ALL REHEARSALS.**

A procedure for absences has been created that is fair and flexible. Advance notice for legitimate situations will be met with understanding. Absence without advance notice or absence for an unapproved reason will be met with corrective action.

REQUEST for EXCUSE of ABSENCE

The procedure for requesting an excuse of absence is as follows:

1. Complete the **"REQUEST FOR EXCUSE OF ABSENCE"** form at northpontotoc.band > student portal
2. Form is to be completed **THREE DAYS** prior to the absence. Requests submitted after this deadline will be considered only in cases of emergency.
3. Submitted requests will be reviewed by the appropriate staff or faculty member. Students will receive notification once the request has been approved or denied.
4. If the request is approved, the student is responsible for contacting instructors to arrange for any missed assignments, assessments, or classwork.

In case of emergency/sudden illness, we understand that you might not be able to meet the three-day-advance deadline. You are still responsible for communicating your absence IN ADVANCE to the band staff.

Please do not write a note asking the directors to "please excuse" an absence. Salon appointments, doctors appointments, part-time jobs, community athletics, social events, driving tests, etc. should be scheduled around a student's commitment to band rehearsals and performances.

EXCUSED ABSENCES and TARDIES

If you are excused from school, then you are excused from band **REHEARSALS** on the same day. ***The absence request form must be completed even if you have an excused absence note from the school office.***

Absences from weekend/holiday events and all **performances** will be excused at the discretion of the band staff...and only then in case of emergency.

UNEXCUSED Absences are any absences that are not excused.

UNEXCUSED TARDIES will compound to be counted as an unexcused absence. **THREE** tardies will be counted as **ONE** unexcused absence.

CONSEQUENCES for MISSING REHEARSAL

All rehearsals are graded activities. Unexcused absences/unpreparedness/not following instructions/etc. will be reflected in a student's grade.

Unexcused Tardy: ONE day of break detention

Unexcused Absence: FIVE days of break detention

Habitual or Excessive attendance issues, regardless of their nature, may result in a student being reassigned or even removed from the program.

The band directors may assign any band member to any role within the band at any time. Although re-assignment will usually occur as corrective action for absences, it is important to understand that students who are consistently absent with valid excuses may also be re-assigned. Such students will be given every opportunity to return to their original roles, provided that their performance level does not detract from the band's overall performance.

Additionally, The staff reserves the right to remove any student if we believe that they are a detriment to the success of the ensemble.

CONSEQUENCES for MISSING PERFORMANCE

All performances are graded activities. Unexcused absences, unpreparedness, not following instructions, etc. will be reflected in a student's grade.

Unexcused absence from even ONE performance will result in suspension from all band activities OR dismissal from the band program. A student's attendance history/work ethic/etc. will be considered when assigning consequences.

SCHOOL-RELATED ABSENCES

Field trips, athletic conflicts, conventions, etc. must be communicated at the earliest possible opportunity, AND the Request of Excused Absence form must still be completed. Band directors and coaches or sponsors will decide how, when, and where students will participate. GAMES or PERFORMANCES will always take priority over practices.

HIGH SCHOOL MARCHING BAND STRUCTURE

All high school band members will be scheduled in FIRST BLOCK Marching Band Class unless prior permission is granted. Marching Band students who are participating in multiple school activities must give **FIRST PRIORITY** to these rehearsals. The band staff will assist students in resolving NPHS activity conflicts for any after-school rehearsals.

REHEARSAL DETAILS

Daily Rehearsals begin at 7:50 am. All students are expected to be at their assigned location with the proper equipment and uniform at this time. Any student out of place or missing equipment or uniform at this time will be marked as tardy for the block.

After School Rehearsals will be on Tuesdays and Thursdays, 3:30 pm – 6:30 pm. The tardy policy applies to after school rehearsals as well.

There may be additional rehearsal times added throughout the season. These additions and changes will be thoroughly communicated to the band members

If a student sits out of rehearsal at any time due to illness or injury, an **ILLNESS REPORT** will be filled out documenting the instance. This form **MUST** be returned with a parent/guardian signature before that student will be allowed to return to regular rehearsals.

If you do not have a ride to or from rehearsal, please communicate this with your section leaders and the band directors so that we can assist you in finding transportation. Not having a ride IS NOT a valid excuse to miss a rehearsal.

FOOTBALL GAMES

Students may not be on campus in unsupervised areas without staff members present. **CALLTIME** will be given each week depending on game time and other variables. All students are expected to be in their respective areas at call time. The tardy policy applies to calltime.

Band staff reserve the right to cancel or add any performances if they believe that doing so is beneficial to the success of the band program.

ALL STUDENTS are expected to attend EVERY home and away game. All students must ride the bus to all football games. If checkout after the game is allowed, written notice from a parent or guardian **MUST** be submitted to the band staff no later than 3:15pm on the Thursday prior to the event.

Students are given time to eat and drink during the third quarter of each game (occasionally during halftime) and are not allowed to eat or drink (with the exception of water) in the stands during the other quarters of the game.

No one other than VIKING BAND members are to be allowed in the band stands areas at any point during a football game. This includes the color guard area.

UNIFORM CHANGING

Different areas of the band hall will be allocated for changing areas on the Fridays that we have football games. The Mirror Room will be the female changing space and the percussion room will be the male changing space. We will post signs on the exterior doors to indicate when a room is being used for changing. This time will generally be right before and right after a football game. **NO non-band members are to be in the Band Hall during these times.**

COMPETITIONS

All competitions will be scheduled in advance. Detailed itineraries will be posted on the Monday prior to the contest/game in both the Viking App and on the website. The guidelines and rules for competitions are the same as for Football Games. All members will move in orderly groups at competitions. No students will wander on their own.

PARADES

- Christmas parades are scheduled in the last week of November / first two weeks of December.
- These parades will be announced to members of the band as soon as dates have been announced to staff by parade hosts.
- Typically, the band performs at the Ecu, Pontotoc, and Thaxton parades.
- ALL students will attend ALL parades.
- The guidelines and rules for parades are the same as for Football Games.

MEDIA POSTINGS

All photographic, sound, or computer-generated images of any group/individual of the North Pontotoc Band Program must be approved by band directors and school administrators prior to posting for public view. Public postings include, but are not limited to the following: television broadcast, radio broadcast, newspaper photographs-articles, and/or various internet postings through social media such as Facebook, Twitter, Snapchat, TikTok, Instagram, web-pages, etc. Additionally, if you have pictures or videos of the band that you would like to see posted to our official social media pages, please send them to our social media band booster representative at npbandboost+media@gmail.com.

COMMUNICATION

WEBSITE

The NPHS Band has a website: northpontotoc.band. Any forms, documents, or information can be found here.

THE VIKING APP

We will use the Viking app for our student and parent communications. We will announce updates, reminders, itineraries, etc. through the Viking app. Every student and parent should download the VIKING APP and **turn on notifications**. QR codes for the Viking app are located below.

If you are a student without a smartphone, please make sure a parent downloads the VIKING APP. Each student is responsible for knowing all announcements/information posted through the VIKING APP.



iOS



ANDROID

THE BAND APP

The band app will be used as a secondary source of communication. The band app is not the official source of communication, it is for turning in assignments, accessing reference videos, and listening to judge's tapes.



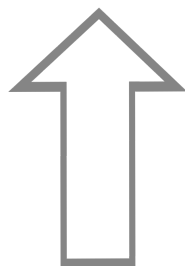
CHAIN OF COMMUNICATION

If you have a question about your **PERFORMANCE**

(grading, how to get better, audition help, etc.)

Please contact the band directors. EMAIL is the most efficient way to communicate.

If you have a question about **OPERATIONS** (dates/times/schedules, materials, etc.)



DIRECTOR OF BANDS (Mrs. Riley)

BAND STAFF (Mr. Moore / Mr. & Mrs. Mooneyham)

Drum Major

Section Leader

Section Member

Band Website / Viking App

Yourself

**ALWAYS RESOLVE ISSUES AT THE LOWEST POSSIBLE POINT
ON THE QUESTION LADDER!! IT STARTS WITH YOU!!**

GENERAL POLICIES (Governing all Band Events)

Our primary rule is to follow all instructions at all times.. Just do right.. By the time students reach high school, they should know right from wrong. Just do right.. Students who consistently demonstrate the inability to know RIGHT from WRONG will be removed from the band program.

All NPHS Student Handbook rules are in effect at all times for all students unless specifically and directly communicated otherwise by the band staff.

Some general rules for band events that are not covered in the NPHS Student Handbook:

- When in public, we play our instruments AS A GROUP or NOT AT ALL
- Keep the band hall calm; no running/jumping/wrestling/screaming/etc.
- Keep the band hall clean; everything has an assigned place
- Respect everyone at all times
- No food/drink/gum/candy/etc. In the band hall unless authorized by band staff
- No students allowed in the band facility without a staff member/adult chaperone present

...and know that the band staff will give instructions relating to how we do things as the year progresses.
Follow all instructions quickly, completely, and without complaint.

ELIGIBILITY

In order to participate in band, a student must have and maintain a minimum C/70/2.0 cumulative grade average, be on track to graduate high school within four years of entry as a freshman, and be 18 years old or younger on August 1, 2026

PHYSICAL EXAMINATIONS

All members must have a physical examination completed by a licensed medical professional. A copy of this physical exam must be on file in the band office before band camp begins. The physical exam must be valid through May 2027.

DRAGONFLY

All students are required to have an account in DragonflyMax.com and are required to complete all of their athletic eligibility forms. This is required by the MHSAA and must be completed before students can begin to participate in any athletic organization.

FACILITIES

Band students and band family are the only people allowed in the band hall. The band hall must be kept clean and in order throughout the school year. **ANY CLOTHING, MUSIC, OR OTHER VARIOUS BELONGINGS LEFT OVERNIGHT ARE SUBJECT TO BE THROWN AWAY.** Students should take pride in the facilities at North Pontotoc High School and in the North Pontotoc High School Band Hall. Any damage inflicted upon the band hall by students could result in immediate removal from the program.

TRAVEL

Students will be assigned to buses as determined by the band staff. There will be no co-ed seating.

Students will remain calm at all times, following staff/chaperone instructions.

Drinks are allowed in screw-top containers only. Buses are to be CLEAN at the end of each trip. Dirty buses will result in the removal of food/drink privileges.

No audible electronic devices, bright screens, flashes, etc.

Reminder: NPHS Student Handbook rules are always in effect...this affects objects that can be brought onto buses, material that can be viewed on buses, etc.

For events where buses are not provided, students will follow instructions of band staff as to mode of transportation.

POST EVENT CHECKOUT PROCEDURE

- 1) PARENTS can check out their children from an event once the band has been dismissed to buses. Students will not be released to anyone other than their legal guardian unless direct permission has been given otherwise **by a NPHS/PCSD administrator.**
- 2) Send a written note or email no later than 3:15 on the school day prior to the event, then sign the sign-out sheet at the buses after the event.

This waives any responsibilities and/or liabilities from the band program and school.

HONESTY and INTEGRITY

Tell the TRUTH at all times. This includes forging documents, lying about reasons for absences, and any other form of dishonesty. Intentional dishonesty is grounds for dismissal from the band.

STAFF OFFICES

NO STUDENTS are to be in a staff member's office at any time if that staff member is not present, WITHOUT EXPRESS permission from that staff member. Students will not take anything from a staff member's office without permission and MUST return said items when they are done. Damages to a staff member's property could become the financial responsibility of the student.

INTERNET and SOCIAL MEDIA

The North Pontotoc Band Program will not tolerate disrespectful, inappropriate, or threatening behavior online. The band staff, at their sole discretion, will determine if an online action is acceptable or not. Consequences for unacceptable online behavior could be as severe as dismissal from the band program and/or referral to law enforcement authorities.

CELL PHONE / ELECTRONIC DEVICE POLICIES

- **During Rehearsals:** Electronic devices are not to be seen or heard during rehearsal. With advance permission, students will be permitted to use tuning/recording smartphone apps during rehearsal. Students may use electronic devices during breaks. Any unapproved usage of an electronic device during rehearsal may result in the confiscation of the device. Directors will use a variety of strategies at their discretion to correct students who violate this policy.
- **During Performances:** Personal electronic devices are not permitted during performances. This includes formations, warmups, transit times, on field/stage, or as an audience member. Directors will use a variety of strategies at their discretion to correct students who violate this policy.
- **During Football Games:** Students may use silenced phones in the bleachers at football games provided that use of the phone does not prevent the timely following of instructions. Headphones are not permitted. Directors will use a variety of strategies at their discretion to correct students who violate this policy.
- **During Travel:** Students will have the privilege of using phones and/or other electronic devices. Headphones must be used if the device is not silenced. Flashes should not be used and bright screens should not be pointed towards the front of the bus. The directors may revoke or limit the privilege of electronic devices at their discretion.

CROSS-CURRICULAR DISCIPLINE

Any absences from band events due to disciplinary consequences in the general school environment will be considered UNEXCUSED.

Any student(s) that are consistently finding themselves being written up, sent to suspension, or sent to alternative school could face their removal from the band program at the staff's discretion. This would be handled on a case by case basis and be determined by the severity of the altercation(s). Disciplinary history may also be taken into account.

UNIFORMS

MARCHING BAND SHOW UNIFORM

Show uniforms will be selected by the band staff and provided to each student for use during the marching season. These uniforms remain the property of the band program and are issued for student use only.

Uniforms are to remain in the band hall when not in use and may not be taken home for any reason unless expressly authorized by the band staff.

Uniforms are not to be altered, modified, decorated, tailored, or adjusted in any way by students or parents without prior EXPRESS PERMISSION from the band staff.

Students are expected to make every effort to keep uniforms clean and in good condition throughout the season so they may be resold or reused at the conclusion of the year. Any student who damages a uniform beyond reasonable repair due to negligence, misuse, or unauthorized alteration may be held financially responsible for the replacement cost of the uniform.

Black DSI VELOCITY marching band shoes are required and will be purchased by the individual student. No other brand or style of shoe will be accepted. Calf-length black socks are also required.

Hair will be a naturally occurring color. Hair style/jewelry/accessories will be defined by the band staff.

Students will only be issued a uniform AFTER they have turned in their membership/materials fees.

SUMMER UNIFORM

The summer uniform will consist of the gray Viking Band performance shirt (provided to the students) with solid black athletic shorts (provided by the students) and athletic shoes (provided by the students).

hair will be a naturally occurring color. Hair style/jewelry/accessories will be defined by the band staff.

REHEARSAL UNIFORM

The rehearsal uniform will consist of the BLUE Viking Band rehearsal shirt (provided to the students) with athletic shorts and athletic shoes (provided by the students). Additional shirts can be purchased at the beginning of the school year.

TRADITIONAL UNIFORM

Every member will be assigned to a “traditional” uniform for use in parades. This is provided upon payment of the August payment of the band fee. Students are financially responsible for any damage done to their uniform.

CONCERT BLACK

Option 1: Solid black collared shirt – solid black slacks (no jeans) – solid black dress shoes - black bow tie

Option 2: Solid black dress/skirt below the knee AND solid black dress shoes

ACT DATES

We **ALWAYS** have competitions in **OCTOBER**. **DO NOT ATTEMPT TO TAKE THE ACT IN OCTOBER.**

If you want to be nominated for the MBA Honor Band in Natchez, do not take the ACT during **DECEMBER**.

PARENTAL RESPONSIBILITY and REQUIREMENTS

We are counting on YOU to support your child's efforts in band. They want to please you – so please let them know that you are proud of them!

Please ensure that you are staying connected and informed with all that is happening in Band at North. Check the website (northpontotoc.band) daily. Download the VIKING APP and turn notifications ON. Attend our monthly Band Booster Club meetings on the second Tuesday of each month at 6:00pm.

Get the **FACTS** before making band-related decisions. Trust – but VERIFY – what your kids tell you...don't fall into the trap of assuming things are a certain way. **PLEASE act on the complete set of facts.** Actions based on incomplete or inaccurate information are a KILLER to team morale!

Volunteer to SERVE. You can work in the concession stand...chaperone trips...alter uniforms...move equipment at contests...serve meals...build props...pull trailers...be a part of our cheering section at competitions... The opportunities are endless. By serving, you'll show your child that what they do is important enough for YOU to get involved. You'll also become great friends with other parents who are actively involved in supporting the Band at North.

Stay current on all of your fees and required forms. All of the due dates are in the handbook and on the calendar at northpontotoc.band

Make sure your child has a quality instrument that's in good working condition. Most repairs can be performed right here at NP **for free** – just let Mr. Moore know if you have an instrument problem!

We appreciate your commitment to the Viking Band. We are BETTER because **YOU** are on our team!

REQUIRED FORMS

- **Student Information Form** – online at northpontotoc.band/marching
- **Handbook Agreement** – page 15 of this handbook; hard copy required
- **DragonFly Account** – online at www.dragonflymax.com
- **Copy of Physical** – submitted to band office before band camp begins; hard copy required

Please contact any band staff member if you need paper copies of forms.

HANDBOOK AGREEMENT

Dear Parents and Students:

We hope this handbook is helpful in addressing any questions and/or concerns you may have about the North Pontotoc Band Program. The policies and procedures of the North Pontotoc Band Program were designed to teach responsibility and to provide the most positive and successful learning environment for band members. The staff wants your student to have a positive and exciting experience

By signing below you are agreeing to the following:

- You will support and follow the policies and rules of the band program. You understand and agree that the staff reserves the right to remove any member if they believe their behavior is detrimental to the success of the band program.
- Your child will travel on buses with the band to all football games, competitions, concerts, or any other event scheduled by the program.
- In the event of an emergency, you hereby authorize any hospital or health professional to render such treatment as would be necessary to secure the safety and well-being of your child. You also authorize the band staff to render first aid to your child.
- Your child may be videoed during performances and rehearsals. These videos will be used for educational and publicity purposes only.
- You will hold harmless and indemnify the Pontotoc County School District and any and all agents, employees, officers, chaperones, instructors, or directors designated and/or employed by the Pontotoc County School District from and against all losses, damages, fines, suits, proceedings, claims, demands, or actions of any kind growing out of or connected with travel and/or participation with the NORTH PONTOTOC BAND PROGRAM.



Taylor Riley-Vergara
Director of Bands



Cliff Moore
Asst. Director



Caleb Mooneyham
Asst. Director

"We have read, understand, and agree to comply with the North Pontotoc High School Band Handbook and the terms thereof."

Parent/Guardian's Signature

Date

Band Member's Signature

Date