



# Mission Viejo High School Instrumental Music

General Information Handbook  
2017 - 2018

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# WELCOME

Dear Parents, Guardians, and Students:

Welcome to another exciting year in the Mission Viejo Instrumental Music Program – bands, orchestras, guards and related activities. This school year, I am excited to continue the tradition of excellence in the MVIMP, providing both an outstanding musical product and successful educational experience for all the students involved! Though I am new to the district, I have already seen that the Saddleback Valley Unified School District has always provided an excellent education to its constituency, and emphasized music and the arts as part of that education. We are fortunate to have well-rounded students sign up to further pursue and develop their musical skills and experiences. The students in music at Mission Viejo earn and maintain very high GPA's and learn musical, personal, and life skills in this program. All of us on staff recognize and appreciate the support of the parents – we need your help for all four years of your child's participation by being there, assisting through active participation in fundraising, and as project chairs. You will never know how much you miss if you do not “belong” to the Mission Viejo Instrumental Music Program and all its activities. We welcome your children, you, and your family to the biggest TEAM on campus- the Mission Viejo Instrumental Music Family.

Sincerely,

Mr. Robert Westphal

Director of Instrumental Music, Mission Viejo High School



Welcome to the 2017-18 MVHS Instrumental Music program. We are excited to embark on another fun-filled year that is sure to be memorable and rewarding for your performer.

This packet includes all the information you will need to be prepared for the upcoming year for your student in the Mission Viejo High School Instrumental Music Program. There are specific handbooks for each program, please see these for program specifics.

While we have done our best to schedule events for all the groups in advance, some schedules are not yet available and others are subject to change. Please visit the website for the most up to date information for any of our programs. Also, make sure to sign up for Music Notes, our email program that provides you with updates and information about the Music Programs as needed.

We hope that you will consider becoming an active Booster parent/family as many hands make light work. If you are interested in helping out, please contact our Booster President, Milad Demetry, at [president@mvhsmusic.com](mailto:president@mvhsmusic.com)

We hope to see you at all of the upcoming events in which your student is participating!

*The MVHSIMBA Boosters*

# GENERAL INFORMATION

## DIRECTORS

**Robert Westphal** was born and raised in Orange County. He received his Bachelor's Degree in Music Education from Azusa Pacific University. His Master's Degree in Education and California Teaching Credential are from Hope International University. For the last two years, he has served as the Assistant Band Director at Esperanza High School in Anaheim, where he implemented the chamber music program. He was also a Woodwind and Jazz Coach at Orange Lutheran High School, and has taught a large private studio. He has been involved in many different award winning jazz and concert bands, and has playing woodwind instruments in various chamber groups, musicals, and marching bands.

**Douglas Meeuwsen** has a B.A. in Music Education and Jazz Studies from Western Michigan University. He has done graduate work at North Texas State and San Diego State Universities. He has extensive experience as a trumpet artist in all genres including symphonic, Latin, jazz, brass quintet, solo and has performed as a studio musician. He previously taught at Vista and Poway High Schools and has been a clinician and judge in California for the last 30 years.

## PROGRAMS OFFERED

|                         |                         |
|-------------------------|-------------------------|
| Intermediate Strings    | Jazz Band               |
| Advanced Strings        | Jazz Combos             |
| Electric Strings        | Marching Band           |
| Symphonic Band          | Fall Color Guard        |
| Wind Ensemble           | Winter Guard (A & Open) |
| Full Symphony Orchestra | Drumline                |
| Musical Pit Orchestra   |                         |

## 2017-2018 INSTRUCTIONAL STAFF

The Mission Viejo High School Instrumental Music Program employs world class instructors in order to offer a first-class program. More coaches may be added dependent upon need and funding available.

|                 |  |
|-----------------|--|
| Donovan Alanas  | Marching Band/Drumline Percussion Tech                               |
| Christy Alesi   | Viola Coach  |
| Chris Allen     | Bass Coach   |
| Evan Bacon      | Marching Band Visual Tech  |
| Daniel Blank    | Violin Coach   |
| Roger Carter    | Marching Band/Drumline Percussion Caption Head                       |
| Brian Dinkle    | Marching Band/Drumline Front Ensemble Caption Head/Music Arrangement |
| James Gow       | Marching Band Visual Caption Head                                    |
| Zakk Hollander  | Marching Band/Drumline Percussion Tech                               |
| Robby Jacobson  | Color Guard Caption Head   |
| Jackson Lai     | Marching Band/Drumline Front Ensemble Instructor                     |
| Gunnar Magnuson | Marching Band/Drumline Front Ensemble Tech                           |
| Ashley Mikan    | Color Guard Coach  |
| Tim Mikan       | Color Guard Coach  |
| Jay Murphy      | Marching Band Drill Design   |
| Ruben Puebla    | Marching Band Brass Coach  |
| Niki Weinberger | Color Guard Coach  |

## CONTACT INFORMATION

### DIRECTOR EMAILS

|                    |                 |  |
|--------------------|-----------------|--|
| Director           | Robert Westphal | <a href="mailto:robert.westphal@svusd.org">robert.westphal@svusd.org</a>   |
| Assistant Director | Doug Meeuwsen   | <a href="mailto:meeuwsend@svusd.org">meeuwsend@svusd.org</a><br><a href="http://www.mvhsmusic.com">www.mvhsmusic.com</a> |

### BOOSTER WEBSITE

### BOOSTER EMAILS

|                               |   |  |
|-------------------------------|---|--|
| President                     | Milad Demetry                           | <a href="mailto:president@mvhsmusic.com">president@mvhsmusic.com</a>           |
| Vice President – Operations   | Randy Boone                             | <a href="mailto:vpoperations@mvhsmusic.com">vpoperations@mvhsmusic.com</a>     |
| Vice President – Ways & Means | TBD                                     |  |
| Secretary                     | TBD                                     |  |
| Treasurer                     | Beth Imlay                              | <a href="mailto:treasurer@mvhsmusic.com">treasurer@mvhsmusic.com</a>           |
| Members at Large              | Dennis Carstensen, Melissa Riggert, TBD | <a href="mailto:memberatlarge@mvhsmusic.com">memberatlarge@mvhsmusic.com</a>   |
| Color Guard Manager           | Krista LaCost                           | <a href="mailto:colorguard@mvhsmusic.com">colorguard@mvhsmusic.com</a>         |
| Marching Band/Drumline        |   |  |
| Marching Band Manager         | Carolyn DeBerard                        | <a href="mailto:marchingband@mvhsmusic.com">marchingband@mvhsmusic.com</a>     |
| Uniform Manager               | Melanie Graham                          | <a href="mailto:uniforms@mvhsmusic.com">uniforms@mvhsmusic.com</a>             |
| Drumline Manager              | Melissa Wheelahan                       | <a href="mailto:drumline@mvhsmusic.com">drumline@mvhsmusic.com</a>             |
| Orchestra Manager             | Beth Hawkins                            | <a href="mailto:orchestra@mvhsmusic.com">orchestra@mvhsmusic.com</a>           |
| Jazz Band Manager             | Yoko Hall                               | <a href="mailto:jazz@mvhsmusic.com">jazz@mvhsmusic.com</a>                     |
| Hospitality Manager           | Faith Wetzel                            | <a href="mailto:hospitality@mvhsmusic.com">hospitality@mvhsmusic.com</a>       |
| Communications Manager        | TBD                                     | <a href="mailto:communications@mvhsmusic.com">communications@mvhsmusic.com</a> |
| Photography Manager           | Donna Stegall                           | <a href="mailto:photography@mvhsmusic.com">photography@mvhsmusic.com</a>       |
| Video Manager                 | Gretchen Widmer                         | <a href="mailto:video@mvhsmusic.com">video@mvhsmusic.com</a>                   |
| Webmaster                     | Janice Pavelko                          | <a href="mailto:webmaster@mvhsmusic.com">webmaster@mvhsmusic.com</a>           |
| Alumni Liason                 | TBD                                     |  |
| Fundraising Events Chair      | Various                                 | <a href="mailto:fundraising@mvhsmusic.com">fundraising@mvhsmusic.com</a>       |
| Home Comp Committee           | Various                                 | <a href="mailto:homecomp@mvhsmusic.com">homecomp@mvhsmusic.com</a>             |

## BOOSTER MISSION STATEMENT

The purpose of the Music Boosters is to promote and support the Mission Viejo High School Instrumental Music Program. The Boosters provide the funding and labor required and deemed appropriate by the Instrumental Music Faculty and the membership of the Music Boosters. Groups supported include Wind Ensemble, Symphonic Band, Orchestra, Jazz Band, Marching Band, Color Guard, Drumline, and any other instrumental or related music group established at Mission Viejo High School.

## MVHSIMBA (MUSIC BOOSTERS)

All parents and guardians of a student enrolled in a MVHS Instrumental Music Program are automatically given membership into the Music Boosters. MVHSIMBA is the major support body for all instrumental music and related programs at MVHS. The Boosters provide support for the music program in numerous ways, including:

1. Volunteering for the many jobs needed to keep our programs going, and
2. Fundraising to support everything in the program.

The MVHS Music Boosters have several communication tools to help keep students and families informed about upcoming events and activities:

1. Bookmark our **website:** (<http://www.mvhsmusic.com>) for the most up-to-date information about:
  - Booster Meeting dates & times
  - Practice schedules
  - Call times for events
  - Volunteer opportunities
  - Photos of recent events
  - A calendar of all activities
2. **Music Notes:** On the above website, subscribe to receive our regular email communication “Music Notes.” Music Notes provides in-depth information about competitions, concerts, meetings—anything and everything music-program related. While your email address is required to subscribe, it will not be made available to any other organization, and you can unsubscribe at any time.
3. **Remind App:** Receive reminders directly to your phone. Contact Mr. Westphal to signup.
4. **Music Booster Meetings:** Are held on the second Tuesday of each month, at 7:00 p.m. in the MVHS music room. Check the website to confirm dates.

## PARENT SUPPORT

Parental support of our students is important and vital to the success of the program. There are many ways you can help support your student and the Instrumental Music Program: through finances, patronage, and volunteering.

### Patronage:

There is not better support than for students to know that they are supported by friends and family!

- Attend home football games when the Marching Band and Color Guard are performing their show (parents sit in the stands)
- Attend competitions *and wear Booster Red!*
- Attend concerts and festivals.

### Volunteering:

- Help with props including the initial building and setup/take down at performances
- Help maintain the Marching Band uniforms (may include some sewing)
- Help students with uniforms before/after home games and/or at competitions
- Help feed the students at events (competitions, festivals, etc)
- Help with the Mission Viejo Field Show Tournament
- Help maintain/repair equipment
- Help provide food for various events
- Take pictures/videos throughout the year
- Be a chaperone for trips

Please take a moment to complete the **PARENT VOLUNTEER SURVEY** in the FORMS supplement. You will be happy you decided to help out!

# **MONEY MATTERS**

## **PROGRAM DONATION**

Your Program Donation helps the Music Booster's fund the Instrumental Music Program. **Universal participation enables us to keep requested program donations low.**

This Program Donation represents the amount requested from students participating in the various programs. It is calculated by evaluating the shortfall between the Instrumental Music Program funding needs and what is anticipated to be raised through general fundraising activities. It is anticipated that all families will participate in the general fundraising activities to help meet the funding goals for the Instrumental Music Program.

The Boosters are a registered 501(c)(3) organization, therefore all donations made to the program are tax deductible.

Regardless of what program your student participates in, there are costs that must be covered. The Boosters do everything possible to keep costs at a minimum and reduce your out-of-pocket expenses. All collected funds go towards running the MVHS Instrumental Music Program. Please review the Program Donation schedule on Page 6. **The Program Donations, along with fundraisers, are used to cover the music program's costs, which include but are not limited to:**

- All instructional staff salaries
- Insurance
- Instrument and equipment repair
- Vehicle/trailer licensing, maintenance and fuel
- Field show music (commissioned)
- Drill design
- New instruments and equipment
- Uniform cleaning & maintenance

Additional fees for special trips as determined as the event and logistics are planned.

If a family has a difficult financial situation, please see Mr. Westphal for alternatives in contributing to the success of the program.

## **REACHING YOUR PROGRAM DONATION**

Students and parents can raise funds for requested Trip Donations by participating in specially designated fundraisers. Proceeds earned by a student or parent during these specific fundraisers will be considered a donation on behalf of your student and will be credited against the requested amount(s). Opportunities will be identified as they are arranged.

**Please contact the Treasurer if you ever have any questions about money.**

## DONATION SCHEDULE

**IF YOUR STUDENT PARTICIPATES IN MORE THAN ONE FALL MUSIC PROGRAM, YOU ARE ONLY REQUESTED TO MEET THE HIGHER PROGRAM DONATION. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TREASURER.**

Please make all checks payable to: **MVHSIMBA**

| Program         | Orchestra | Wind Ensemble | Symphonic Band | Jazz Band | Marching Band | Color Guard (Fall) | Winter Programs (CG/ DL) |
|-----------------|-----------|---------------|----------------|-----------|---------------|--------------------|--------------------------|
| Donation Amount | \$250.00  | \$250.00      | \$250.00       | \$150.00  | \$500.00      | \$500.00           | TBD                      |
| Due Date        | 10/1/2017 | 10/1/2017     | 10/1/2017      | 10/1/2017 | 11/1/2017     | 11/1/2017          | TBD                      |
| Trip Amount     | TBD       | TBD           | TBD            | TBD       | \$400.00      | \$400.00           | TBD                      |
| Due Date        | TBD       | TBD           | TBD            | TBD       | 10/1/2017     | 10/1/2017          | TBD                      |
| Other Costs*    |           |               |                |           | \$0-114.00    | \$275-480.00       | TBD                      |
| Due Date        |           |               |                |           | 9/1/2017      | 11/1/2017          | TBD                      |

\* - Other costs include costumes, equipment, supplies, etc., that may be required for specific programs that are not covered by the requested program donation. These items are available for purchase, but will be checked out to students if financial situations require. Additional personal items may need to be purchased.

**If reaching your Program Donation is a problem, please contact Mr. Westphal or the Booster Treasurer to arrange alternatives.**

## FUNDRAISING

Throughout the school year, the Boosters hold various fundraisers:

- General Fundraisers: funds raised benefit the entire program
- Student Specific: funds raised are considered to meet the requested Trip Donations

*It is important that students and their families participate in both types of fundraisers as the general fundraisers help keep our Program Donations as low as possible. Some fundraisers are listed below, please consider participating.*

### GENERAL FUNDRAISERS

**Field Show Tournament (Home Comp):** This is our biggest fundraiser for the program, and we will need a lot of support from **ALL** parents. Please see the larger description below for more details.

**Evergreen Sales:** We sell beautiful Christmas trees, wreaths, and poinsettias starting in October through early November for early December pickup. This is our second largest fundraiser, and it is critical that it is a success. All programs are expected to participate in it.

**Textile Drives:** We collect discarded textiles (clothing, drapery, bedding, shoes, purses, etc) for which receive a set amount per pound. This fundraiser may occur several times a year and it is a great way to not only support the Instrumental Music Programs, but a great way to clean out your closets.

**Ralphs Community Giving Programs:** A percentage of your grocery purchases are donated to the Music Program. It is as simple as registering your Rewards Card and selecting MVHSIMBA as the program to which you wish to donate. *NOTE: The Ralph's Giving Program requires you renew your selection every September 1<sup>st</sup>.*

**AmazonSmile:** Register your Amazon account with MVHSIMBA as your charitable organization you wish to support.

**Communities for Cause:** Download the app, record purchases from participating vendors (online purchases count as well), and earn funds for the program.

**GoFundMe:** We have launched a crowdfunding page to help raise funds to help support the program. Please consider sharing the link with friends. <https://www.gofundme.com/2djj44e4>

### TRIP-SPECIFIC FUNDRAISERS

These fundraising events will be announced as they are identified.



## **FIELD SHOW TOURNAMENT (HOME COMP)**

The MVHS Field Show Tournament is the program's biggest fundraiser of the year. The proceeds raised from this event benefit the *entire* Instrumental Music Program.

A Field Show Tournament is a competitive extravaganza of Marching Band and Color Guard half-time shows. Schools from as far as Arizona and Northern California come to compete, and anywhere from 10 to 50 bands attend.

Putting on this event requires a significant number of volunteers and we are hoping that parents and students across *all* of the Instrumental Music programs will donate their time or other items needed (see Soda/Water Donation Request in the Band Packet). If you are interested in volunteering or donating items please contact the Home Comp Planning Committee at [homecomp@mvhsmusic.com](mailto:homecomp@mvhsmusic.com).

**This year's Home Competition is on Saturday, October 21<sup>st</sup> and we NEED help from every family in the program.**

## **PROGRAM POLICIES**

### **CODE OF CONDUCT**

**The Mission Viejo High School Instrumental Music Program holds in place high standards in order to ensure its highest success and the safety of all participants. To participate in the program, students and parents are required to sign an acknowledgement that you have read and agree with the Code of Conduct and Early Dismissal Policy.**

A student's decision to become a member of the MVHS Instrumental Music Program involves certain responsibilities and obligations, as listed below. If there are any questions about this policy, please do not hesitate to ask Mr. Westphal. The Code of Conduct lists a set of mandatory requirements for our organization, which include expected behavioral guidelines for performing, rehearsing, or traveling with the MVHS Instrumental Music Program.

1. Behavior by a member of the Instrumental Music Program that brings discredit or embarrassment to themselves or the organization is unacceptable. Conduct that falls into this category includes, but is not limited to:
  - Fighting with or harassing students
  - Damaging public, school or personal property
  - Stealing
  - Using profanity
  - Use of alcohol, tobacco and/or illegal drugs at any time
  - Public displays of affection
  - During travel with the organization, no alteration of a student's person
  - Speaking negatively of other programs, in or out of MVHS

It is expected that the behavior described above will be avoided on and off the MVHS campus.

2. All booster parents are to be treated with respect, and their requests are to be obeyed by all students without exception.
3. When participating in a festival, parade, half-time competition, or any other contest, respect to all other groups must be shown.
4. Failure to attend a performance will result in a lowered grade (see grading policy). If you have a conflict with a rehearsal or performance, contact Mr. Westphal at least three (3) weeks prior to the event.

5. A proper attitude toward school is required of all program members. By this it is meant that:
  - No "F"s. An "F" grade will result in ineligibility to participate in the next semester.
  - Excessive absences will result in a lowered grade (see grading policy).
  - Don't be late. Tardiness will result in a lower semester grade (see grading policy).
  - Be respectful at all times, to all people. That means teachers, parents, students, competitive groups, and the general public.
  - Do not schedule appointments during rehearsal hours. If there is an issue, contact Mr. Westphal.
6. Take proper care of uniforms and instruments:
  - No eating or drinking (except water) in uniform.
  - It is mandatory to wear the designated undergarments under your uniform.
  - Hang up your uniform correctly.
  - Do not take your uniform home.
  - Take care when using any school issued instrument. You will be financially responsible for any damage or loss.
7. Dress code will be followed for all events for all performance groups. The Instrumental Music Program represents the entire school when performing and all involved are to be neatly and uniformly dressed.
8. Instrumental music students must buy an ASB card as we receive funds from ASB to help support our activities throughout the year.
9. It must be understood that violations of the Instrumental Music Program Code of Conduct may be sufficient cause for removal from the music program. Complete authority in this matter lies directly with the band director and the dean of students, whose decision is final and binding.

### **EARLY DISMISSAL POLICY**

Leaving early or arriving late to any performance is strongly discouraged. However, under extenuating circumstances, school and district policy state:

1. Students wishing to leave an organized music group activity (e.g., performance or festival) prior to the group dismissal must bring a note from his/her parent to the appropriate manager for the event at least one week prior to the event. The note should explain the reason for early dismissal.
2. The student assumes responsibility for making sure that his/her equipment and uniform are properly hung and placed where it can be stored with the other students' after general dismissal.
3. The student will be dismissed only to his/her parent, or an adult (21 years or older), authorized in writing by his/her parents. The student will not be dismissed to an unauthorized person.
4. The student must also bring a completed SVUSD Transportation Exemption Form (see **FORMS HANDBOOK**) at least 48 hours before any event for which District transportation (i.e. buses) have been provided.

**Note: There are NO EXCEPTIONS to this policy. No student will be permitted to drive himself or herself to an organized performance.**

### **BUS BEHAVIOR RULES**

Since we travel to competitions and festivals together on the bus, the following rules apply:

1. SILENT bus when leaving and arriving parking lots and while on surface streets. This is to be observed on all bus trips. NO EXCEPTIONS. Talking is allowed when the bus is on the freeway.
2. Do not change seats while bus is in motion unless authorized by the parent chaperone.
3. No public displays of affection. Holding hands is permitted.
4. No propellants (hairspray, etc) or anything that will broadcast a scent.
5. Show proper respect to chaperones, drivers, and all student leaders at all times.
6. Pick up all trash when the trip is over BEFORE getting off the bus.
7. Students are responsible to help load and unload instruments, props, etc., into and out of the truck or trailers.

## **GRADING POLICY**

The grading policy is under revision and will be distributed to students during class.

## **SUPPLEMENTAL HANDBOOKS**

There are a number of forms that are required for your student to participate in various events throughout the year. These forms can be found in the supplemental handbook FORMS.

There are specific guidelines for each program, including required equipment, etc. for each of the music groups. Please locate all of the programs that your student will be participating in during the upcoming school year and read the related supplemental handbook as they are made available. These programs include: INSTRUMENTAL MUSIC GROUPS, JAZZ BAND, MARCHING BAND, COLOR GUARD - FALL, COLOR GUARD – WINTER, and DRUMLINE.

All handbooks can be located on our website.