



**MISSION
VIEJO
HIGH SCHOOL
INSTRUMENTAL MUSIC**

General Information Handbook
2019 - 2020

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WELCOME

Parents and Students:

Welcome to the 2019-2020 school year. I am so excited to see the program continue its tradition of excellence and grow over the coming year. In this handbook, you will find the basics you will need to help make the program succeed and thrive. Of note, you will see how we communicate with you, how you can help us financially, and a general code of conduct. If you have any questions about anything in this handbook, or about the program in general, please do not hesitate to reach out. I can be reached by email at robert.westphal@svusd.org, or by phone at (792)837-7722 x. 235140. Thank you in advance for all of your support in helping to make the Mission Viejo High School Instrumental Music Program the best possible experience for all the students involved!

Bobby Westphal
Director of Instrumental Music
Mission Viejo High School

Welcome to the 2019-20 MVHS Instrumental Music program. We are excited to embark on another fun-filled year that is sure to be memorable and rewarding for your student.

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, as well as Remind, which provide 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, Carolyn DeBerard, at president@mvhsmusic.com

We are having a MANDATORY Parent Meeting on September 3rd in the Performing Arts Theater. Please join us to learn even more about the program, meet fellow Music Program parents, and ask any questions you may have!

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

The MVHSMBA Boosters

GENERAL INFORMATION

DIRECTORS

Robert Westphal is in his third year as Director of the Music Program at Mission Viejo. 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. Prior to teaching at MVHS, he taught at numerous high school band programs in Orange County, as well as creating a large music studio. He has also been involved in many different award winning jazz and concert bands, and has played 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.

2019-2020 INSTRUCTIONAL STAFF

Mission Viejo Instrumental music employs world class instructors to 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
Daniel Blank	Violin Coach
Roger Carter	Marching Band/Drumline Percussion Caption Head
Brian Dinkle	Marching Band/Drumline Front Ensemble Caption Head/Music Arrangement
Matthew Hare	Bass Coach
Robby Jacobson	Color Guard Caption Head
Ryan Johnson	Marching Band Visual 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
Rudolph Stein	Cello Coach

MVHSIMBA (MUSIC BOOSTERS)

All parents and guardians of a student enrolled in an 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:
 - 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 weekly 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. **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. All are welcome and encouraged to attend.

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.

2019-2020 Booster Board

President	Carolyn DeBerard	president@mvhsmusic.com
Vice President	Kevin Loo	vicepresident@mvhsmusic.com
Operations	Todd Elliott	operations@mvhsmusic.com
Ways & Means	TBD	ways&means@mvhsmusic.com
Secretary	Gretchen Widmer	secretary@mvhsmusic.com
Treasurer	Judy Phillingane	treasurer@mvhsmusic.com
Parliamentarian	TBD	parliamentarian@mvhsmusic.com
Member at Large	Eric Berge	memberatlarge@mvhsmusic.com
Color Guard Manager	Gina Hernandez	colorguard@mvhsmusic.com
Marching Band Manager	Dana Barnes	marchingband@mvhsmusic.com
Uniform Manager	Melanie Graham	uniforms@mvhsmusic.com
Drumline Manager	Dana Barners	drumline@mvhsmusic.com
Orchestra Manager	Beth Hawkins	orchestra@mvhsmusic.com
Jazz Band Manager	Shelly Konecky	jazz@mvhsmusic.com
Hospitality Manager	Jana and Eric Himert	hospitality@mvhsmusic.com
Communications Manager	Alie Westphal	communications@mvhsmusic.com
Photographer	Donna Stegall	photography@mvhsmusic.com
Videographer	Gretchen Widmer	video@mvhsmusic.com
Webmaster	Jeremy Barnes	webmaster@mvhsmusic.com
Volunteer Coordinator	Serena Jackson	volunteers@mvhsmusic.com
Alumni Liason	Gayle Yraceburu	alumni@mvhsmusic.com
Legends Coordinator	Erika Myrha	legends@mvhsmusic.com
Home Comp Committee	Various	homecomp@mvhsmusic.com

PARENT SUPPORT

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

Patronage: There is no better support than for the students to know 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 set up and tear down at performances, competitions, and festivals
- 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 Marching Band Home Competition
- 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**, which will be available on the website. You will be happy you decided to help out!

TENTATIVE CALENDAR: THE MOST UP TO DATE CALENDAR WILL BE POSTED ON THE WEBSITE

Sept 6	Football vs. LaHabra (Away)
Sept 9	Home Comp Mtg
Sept 10	Booster Mtg
Sept 13	Football vs. Villa Park (Home)
Sept 16	Home Comp Mtg
Sept 20	Football vs. St. Mary's (Homecoming)
Sept 23	Home Comp Mtg
Sept 27	Football vs. Upland (Pep Squad Night)
Sep 30	Home Comp Mtg
Oct 2	Back to School Night
Oct 4	Football vs. El Toro (Away)
Oct 5	HOME COMP. FIELD SHOW
Oct 8	Booster Mtg
Oct 9	NO SCHOOL-FALL RECESS
Oct 11	Football Game vs Capo Valley (Away)
Oct 19	MB SHOWCASE
Oct 25	Football vs. San Clemente (Armed Forces Night) (Home)
Nov 1	NO SCHOOL-Staff Dev.
Nov 1	Football vs. Tesoro (Senior Night) (Home)
Nov 2	Don Lugo Field Show
Nov 11	DL Poinsettia Fundraiser Start
Nov 12	Booster Mtg
Nov 14	Fall Concert
Nov 16	Trabuco Hills Field Show
Nov 22-24	WBA Finals-FRESNO
Nov 25-29	THANKSGIVING BREAK
Dec 4	Jazz Cafe
Dec 10	Booster Mtg
Dec. 17	Winter Concert
Dec 23-Jan 3	Christmas Break

Jan 10	Spin on the New Year CG
Jan 13	Chipotle Fundraiser
Jan 14	Booster Mtg
Jan 22	DL Cecelia's Fundraiser
Jan 25	Winter Formal
Jan 27	NO SCHOOL STAFF DEV
Feb 6	MVHS SHOWCASE
Feb 12	Booster Mtg
Feb 14-17	PRESIDENT'S DAY WEEKEND
Feb 15	Jazz Band at Florentine's
Mar 5	Pre-Festival Concert
Mar 7	Philharmonic Festival Segerstrom Hall
Mar 10	Booster Mtg
Mar 13	Saddleback Festival
Mar 14	Irvine Jazz Festival
Mar 16	Outback Steakhouse Fundraiser
Mar 31	Area Concert
Apr 3	Friends & Family
Apr 6-10	SPRING BREAK
Apr 15	CPK Fundraiser
Apr 21	Booster Mtg
Apr 30-May 2	Musical
May 1	Social Media Fundraiser
May 8-9	Musical
May 12	Booster Mtg
May 16?	PROM
May 21	Spring Concert
May 25	MEMORIAL DAY
June 3	MVHS Music Program Awards Banquet
June 5	Jazz Under the Stars
June 9	Booster Mtg

MONEY MATTERS

PROGRAM DONATION

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.

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

The Booster 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. **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.

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
Trip Amount	TBD	TBD	TBD	TBD	\$400.00	\$400.00	TBD
Other Costs						Various	TBD

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 need support from all parents. Please see the larger description below for more details. (October 20, 2018)

Mattress Fundraiser: We will be selling mattresses this year. The actual event will be held on October 6 in the band room, which will be transformed into a mattress showroom. Student referrals will help make this a successful event, and students get bonuses for referring family and friends to the event.

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. (September 8, January 12, and April 27)

Ralphs/Vons 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 1st.*

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

Legends Fundraiser: Parents have the opportunity to work at 5 Point Amphitheater selling concessions during their summer and fall concerts. Money earned from this goes directly to the program.

TRIP-SPECIFIC FUNDRAISERS

If an Ensemble is taking a trip throughout the year, students and parents can raise funds money 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). These specific fundraising opportunities will be identified as they are arranged.

Excess funds that are raised on behalf of your student will remain available until the next time he/she is enrolled in a music program at MVHS.

Please note:

- a) If a student moves or graduates, monies accrued cannot be refunded. Your student's account is only for instrumental music trips and cannot be used to meet parent incurred travel expenses. A balance in an account may be transferred to another student with prior written consent. Any balance not transferred within 30 days of the end of the school year will go into the general fund.
- b) The term "quitting" will be defined as not taking music or a related program in one academic year consisting of two consecutive semesters.
- c) The Music Boosters will transfer account monies between families **upon written request from a parent to the Treasurer.**
- d) Account funds revert to the general fund when a student has not enrolled into a music or related program for one year or graduates from MVHS.

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

FIELD SHOW TOURNAMENT (HOME COMPETITION)

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 (Concert Bands, Orchestras, Marching Band, Colorguard, Drumline, and Jazz Bands).

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 it is expected 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). To sign up for volunteering or donating items please contact the Home Comp Planning Committee at homecomp@mvhsmusic.com.

This year's Home Competition is on Saturday, October 5th and we need help from every family in the program.

PROGRAM POLICIES

CODE OF CONDUCT

The Mission Viejo 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 and return an acknowledgement that they have read and agree with the Code of Conduct Action & Consequences, 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 Mission Viejo High School 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, 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 and volunteers 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:
 - No "F"s. An "F" grade will result in ineligibility to participate in the next semester.

- Excessive and/ or unexcused 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.
 - 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 code 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 are 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** section) at least 48 hours before any event for which District transportation (i.e. buses) have been provided.

BUS BEHAVIOR RULES

When traveling to or from MVHS instrumental events by bus, the following rules apply:

1. SILENT bus when leaving and arriving parking lots and while on surface streets. 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.

Please tear off and return this page.

Additionally, please print the most recent MusicNotes email that you received and return with this.

We understand and will adhere to the rules and regulations of the Mission Viejo High School Instrumental Music Department:

Student Name: _____

Grade _____ Instrument/Guard _____

Contact Phone Number _____

STUDENT SIGNATURE:

_____ DATE _____

Parent or Guardian Name(s)

_____ , _____

Parent or Guardian Contact Phone Number(s):

Parent or Guardian Email Address(es):

PARENT/GUARDIAN SIGNATURE (only one required)

_____ DATE _____