

WCHS Bulldog Band & Colorguard



2007-2008

Handbook

INTRODUCTION

The Instrumental Music Department at West Covina High School is organized to provide students an educational and memorable musical experience. The Bulldog Band & Colorguard represents a large, talented, disciplined and diverse group of young adults who bring pride and honor to their school and community. Members are expected to work hard and become a strong team. The skills acquired in the Band & Colorguard that lead to its success can be applied to many challenges in life. Work ethic, time management, goal setting and self-discipline are just a few examples of the skills needed to make this group successful.

This handbook outlines the guidelines for “active participation” in the marching program. Active Participation is the student’s willful dedication to the Bulldog Band & Colorguard and the policies, schedules, performances and financial obligations that it requires. Parent/guardian permission is mandatory. “Inactive” students are those enrolled in the class and choose not to march. These students will be evaluated by the curriculum adopted by WCHS and the West Covina Unified School District.

Philosophy

The Bulldog Band & Colorguard was assembled to provide learning experiences for students that will prepare them for the future. Music education and performance provide venues for students to express themselves as well as share knowledge and understanding with others. Involvement in this activity exposes the students to lessons in discipline, teamwork, and social skills that may not be available in other programs. Furthermore, studies show that a student’s involvement in music increases understanding in other subjects, especially mathematics. Advanced members are encouraged to exercise their leadership skills in the student leadership program. Overall, the Bulldog Band & Colorguard is designed to provide its members with memorable experiences that will last a lifetime.

GENERAL POLICIES

The student has the right to adequate educational opportunities during his/her classroom instructional period. The student also has certain responsibilities as he/she represents West Covina High School in performances and competitions.

- **Responsibility to the school:** West Covina High School provides a set of guidelines for general behavior. Each student is responsible for following the school regulations as stated in the student handbook/planner. At each performance we are representing West Covina High School and its Band & Colorguard. Our behavior should be at its best and reflect school and personal pride. All school rules and policies are in effect when the Band & Colorguard is active, including behavior and dress code.
- **Responsibility to each other:** Students and staff are obligated to respect the rights and feelings of others. Treat others as you wish to be treated. Personal responsibilities include adequate preparation, good attendance and dedication to the team. Each member owes it to the next to be as strong a performer as he or she can possibly be. Good behavior will influence others to do the same.
- **Responsibility to the Bulldog Band & Colorguard:** The success of the Band & Colorguard depends on commitment. The Bulldog Band & Colorguard commands respect and reflects the character and work ethic of its members. Calendars and schedules will be issued periodically and the newsletter will provide additional information regarding the program. In addition, the website (www.wchsbpa.org) is an excellent source of information regarding schedules and events. Please arrange your schedule to fulfill your obligations. Personal schedules should be arranged to avoid conflicts. If a problem occurs, please see the Director IMMEDIATELY.
- **Responsibility for instruments/equipment:** Personal and school-owned instruments and/or equipment are the financial responsibility of the student and parent. School-owned materials must be kept in good condition and maintained by the student. Students using a school-owned instrument MUST fill out an INSTRUMENT CHECK OUT FORM. Any damage to school instruments will be the responsibility of the student and parents to which it is issued.

All members must have the appropriate music for all rehearsals. All music must be filed in a three ring binder with clear plastic inserts. The students will supervise instruments at all times. Instruments belong in the case or in the student's hands, unless otherwise instructed. Equipment will be stored and used properly. All music, instruments and equipment should not be handled by anyone but the person(s) assigned. Do not let others "borrow" or "try" using your materials

- **Responsibility for uniforms:** All uniforms must be treated with respect and care. The uniform represents the honor, history, character and hard work of the team and

all that have worn it in the past. Vulgarity and profanity while in uniform will not be tolerated. The uniform is a symbol of honor and should be treated as such.

Each student is responsible for the uniform issued to them and all of its parts. The student will place the uniform on its bag PROPERLY and return it to the uniform room after each use. The shako and plume are also part of the uniform. Please do not touch the plume with bare hands, as the oils on your skin will break down the feather's shape and color.

- **Respect for student leaders:** All student leaders must be given the respect they deserve. The chain of command is very important to the success of the Bulldog Band & Colorguard. Band Staff, Drum Majors, Captains and Section Leaders have an enormous responsibility. Please give them the support we need to run an effective program. Any disrespect from any member will be dealt with severely. I consider disrespect to a student leader as disrespect to the Band Director. Please do your part to eliminate problems maturely.

ATTENDANCE POLICY

Attendance is *MANDATORY* at ALL rehearsals and performances. A genuine illness or death in the family are examples of exceptions to the attendance policy. Please make all doctor and dentist appointments outside of rehearsal and performance schedules. Students must fill out an Absence Notification Form at least one week in advance of any expected absence. Students may not attempt to excuse themselves. Only a parent/guardian can submit an excuse for the Director's approval.

Work will not be considered a legitimate excuse. While a student may have other obligations, work schedules can be manipulated to allow participation. In order to polish a performance, every member must be present at every rehearsal.

Pulling a child or grounding them, from a rehearsal or performance is not an excused absence. By punishing a child this way, the whole group is being punished. A great show depends on everyone being there. The Bulldog Band & Colorguard will suffer when there are apparent absences to a judge's eye. Please consider alternative punishments. Poor attendance, at the discretion of the Director, is grounds for removal from the program.

Please do not be tardy to a rehearsal or performance call time. Plan to arrive early and be ready for warm-up and announcements.

15 minutes before a call time is "on time".

On time is LATE.

Each tardy will be recorded and be applied to the student's attendance record.

GRADING POLICY

Grades in all instrumental and Colorguard classes will be determined through evaluations assigned and weighted in three areas: rehearsal/performance evaluation, class participation (tests, quizzes, class assignments, knowledge of music and musicianship), and attendance. Make-up tests/assignments and performances/rehearsals missed, will negatively affect the student's grade during each evaluation period.

Rehearsal/Performance Evaluation – Growth as a musician/performer, care for instrument, equipment and uniform, and demonstration of proper rehearsal and performance standards are the qualities that constitute successful participation.

Class Participation – Each student is expected to participate in class rehearsals and activities. Students will also be tested on scales, assigned music playing quizzes, reading and rhythm skills, and routine content. Written assignments may be included in the evaluation of each student's accomplishments.

Attendance – Each student is expected to attend all rehearsals and performances announced throughout each season. Lack of attendance is, of course, lack of credit.

Due to the nature of this performance based group activity, it will not be possible to make-up or gain credit for unexcused absences from performances and rehearsals. An excused absence from a performance, as noted under absence policies, will require alternate assignments determined by the director. *Only excused absences will have make-up opportunities.* The director reserves the right to determine make-up eligibility. No make-up opportunities will be available for unexcused absences.

CO-CURRICULAR / ELIGIBILITY

The Band & Colorguard is a co-curricular activity. This means that, in addition to evening practices and Saturday competitions, **IT IS A CLASS. All students making the team must enroll in the appropriate class.** This is a mandatory requirement for both new and returning members.

All members **MUST maintain a minimum of a 2.0 Grade Point Average** to remain active as a performer as mandated by school policy. A member whose GPA is unsatisfactory will be placed on a "PROBATION" period during which the student has one (1) grading period to raise his or her GPA. A member who does not raise their GPA above a 2.0 for a second grading period will be deemed "INELIGIBLE" and removed from performances. Although we encourage members to stay active as team members, there is no guarantee that the student will retrieve their performance spot for that season. Such decisions are made on a case-by-case basis.

Attendance: Members must be present for ALL competitions and performances.
Missing a competition without prior approval by the Band Director will lower the student's grade in the class. Members who miss competitions or performances will lose one letter grade per incident. Missing the rehearsal prior to competition may result in the student's dismissal from the upcoming competition and may also thereby lower the student's grade. The Band Director, as the program director, has the authority to make exceptions for special circumstances.

BAND PARENTS ASSOCIATION

The Band Parents Association (BPA) is an organization that acts as a "Booster Club" for the Band & Colorguard. These parents and friends of the organization assist the students on and off the field. The BPA exists to enrich the lives of students and further their musical and artistic interests in the WCHS Instrumental Music Department. In addition, the BPA supports the Band & Colorguard in the areas of fundraising, staff employment, transportation, uniform tailoring, and show set-up on and off the field. For more information, including information on upcoming events and meetings, please visit our website at:

www.wchsbpa.org

The following is a list of reoccurring duties/activities in which BPA is involved:

- **Fundraisers** – the BPA organizes fundraisers to assist the students and their families to generate funds for the program.
- **Staff employment** – The staff members are considered walk-on coaches by WCHS. Yet, funding is not available for their salary. Although a large portion of the BPA budget is for staff salaries, the Band & Colorguard staff works for very little money when compared to the organizations in our competitive division.
- **Event assistance** – Parents and friends are a great help to the Band & Colorguard. We depend on the parents' help for our performances. Examples include:
 - Equipment building/moving
 - Loading and unloading
 - Meals
 - Tow vehicle
- **Uniform issue and maintenance** – Several adults help alter, issue, and care for the uniforms at each event.
- **Chaperones** – We are required by the West Covina Unified School District to provide adequate supervision of the students. The adults of the BPA help fulfill this requirement.
- **Transportation** – The trailers that we use were purchased by the BPA. Parent volunteers donate their time and vehicles to tow them to various events. In other situations, carpooling is necessary as well. In addition, the BPA offsets the cost of busing to each event, as the school provides only part of that budget.

- **“Holiday Classic” Field Tournament** – WCHS hosts a two night SCSBOA field tournament at Thyberg Field. This is by far our largest fundraiser, which relies on the help of students and parents alike. It’s an exiting event!
- **Football concessions** – The BPA runs a concession stand at all home football games. It’s a great way to see a game, watch the performances and raise funds at the same time.

If any adults can help with any of these activities please contact Mr. Olivas or send an e-mail to the BPA.

FUNDRAISERS

Fundraisers are provided to help students pay for individual expenses since **ELIGIBILITY IS NOT BASED ON ABILITY TO PAY OUT OF POCKET**. The success of a fundraiser depends on each member’s motivation to raise money. Furthermore, payment plans can be established with the BPA treasurer. Individual fundraisers can be provided for those students who are in financial need of additional assistance. We hope that the cost of competition in the Band & Colorguard is not a deterrent. We will work with students who are motivated to fundraise. Financial aid is also available for students who remain active in fundraising.

Fundraisers start in July. Members should expect to begin making payments in August. Entry fees and staff salaries are due before the beginning of school, so it is important that students remain current with their accounts.

REFUND POLICY & FINANCIAL RESPONSIBILITIES

Any money in a member’s account that was raised as a result of a Band & Colorguard Fundraiser will not be reimbursed to the student in the event that he or she decides to quit the team. This money will go to the general BPA fund.

New accounts are established for all members. Credits and debits are made to each account on a continual basis. In the event that a member decides to quit, that member must **notify the Band Director or the Colorguard Staff** as soon as possible (please notify staff in writing. Telling a team member is not sufficient). Any uniform parts, materials or labor charged to the member’s account prior to notification of quitting will be billed to that member. The balance in the member’s account will be billed to the student. A student who quits mid season will be responsible for a portion of the Competition expenses since the expenses are divided amongst a certain number of students committed to the season. Delinquent accounts will be turned over to the school office. Office staff will not allow students to register for the following school year or graduate until the balance is paid in full.

STAFF

Several knowledgeable, talented and dedicated individuals have joined our staff to assist the Director and create this outstanding program for this Fall. Please visit a rehearsal or performance so that you can meet them and/or ask questions.

Band Director – Stephen C. Olivas
Assistant Director – Andrew Blankenship
Assistant Instructor – Kennedy Rybkowski
Assistant Instructor – Adam Adorno
Drill Writer – Ron Friedline

Colorguard Advisor - Jacqueline Ortega
Colorguard Instructor – Angie Vargas
Colorguard Instructor - Danielle Ortega

Percussion Instructor/Music Writer – Alex Mendoza
Percussion Instructor – Greg Valezuela
Percussion Assistant Instructor – Eddie Mendoza

CONTACT INFORMATION

Stephen Olivas, Band Director
(626) 859-2900 x3928
steve.olivas@wcdhs.net

Band Parents Association
www.wchsba.org

West Covina High School
1609 E. Cameron Ave.
West Covina, CA 91791
(626) 859-2900

West Covina Unified
1717 W. Merced Ave.
West Covina, CA 91790
(626) 939-4600

SUMMER PRACTICES

A summer practice schedule will be issued to each section of the Band & Colorguard (Woodwinds, Brass, Percussion and Colorguard). These practices are intended to maintain musicianship and teach basic skills. Students will meet with instructors at least once a week. In August, after summer school, we meet for two weeks (Band Camp), eight hours a day, to produce the competitive show.

Since field show spots will be assigned during Band Camp, it is important that all members be present.

BAND CAMP SCHEDULE

Music & Colorguard

Monday – Thursday 8/6/07-8/9/07 5:00-9:00pm

Sectionals

Monday & Wednesday 8/13/07-8/15/07 5:00-9:00pm

Band & Colorguard Camp

Monday – Friday 8/20/07-8/24/07 8:00-12:00 noon
5:00-9:00pm

Drill Week

Monday – Friday 8/27/07-8/31/07 5:00-9:00pm

*An “End of Band Camp” Concert will be held on **Friday, August 31**
7:00 pm in front of the Bandroom*

Typical Week’s Schedule during Field Season

Monday and Wednesday Night – We rehearse in the evening because the football team uses the field during the afternoon. Any conflict must be noted in writing in advance.

Friday Night Football Games (Home) – Call time for the game is usually at 5:00. Student dress, warm up and march to the field for pre-game. Students are not allowed to eat in uniform.

Saturday Morning – Before competitions begin and on Show Day, rehearsals are scheduled on Saturdays for review or further instruction.

Saturday Competition – We usually perform in the afternoon or evening. Awards are in the evening and return times are late. Please be patient, as we must unload before being dismissed.

2007 Marching Schedule

During the regular school year, Band & Colorguard rehearsals are on:
Monday and Wednesday nights from 5:00 to 8:30

September

- 7 Friday Away Football game vs. Mater Dei
- 14 Friday Away Football game vs. Baldwin Park
LA County Fair
- 21 Friday *Home* Football game vs. Upland
- 27 Thursday West Covina Day at **LA County Fair**
- 28 Friday *Home* Football game vs. Rancho Cucamonga

October

- 5 Friday *Home* Football game vs. Ayala
- 6 Saturday **Field Tournament** at Canyon Springs
- 12 Friday Away Football game vs. Rowland
- 13 Saturday **Field Tournament** at Etiwanda
WCHS 50th Anniversary Celebration
- 19 Friday Away Football game vs. Charter Oak
- 20 Saturday **Field Tournaments** at Claremont & Rowland
- 23 Tuesday **Field Tournament** at South Hills
- 26 Friday *Homecoming* Football game vs. Nogales
- 27 Saturday **Field Tournament** at Loara HS
Homecoming Dance

November

- 1 Thursday Away Football game vs. South Hills
- 3 Saturday **Band Review & Field Tournament** at Chino
- 8 Thursday *Home* Football game vs. Walnut
- 17 Saturday **Field Tournament** at Savanna
- 20 Tuesday **Host "Holiday Classic" Field Tournament** at WCHS

December

- 1 Saturday **SCSBOA Championships** (TBA)
Parade – Covina Christmas Parade
- 18 Tuesday Winter Concert w/Choir (TBA)

The BPA website is updated on a regular basis and provides changes that may occur in the season's schedule. Our webmaster does an outstanding job of posting upcoming dates, sending group emails, and making contact with the Staff and Board. Please use the website as a regular source of information.

Revised: July 7, 2007