



WALDEN GROVE MUSIC DEPARTMENT

2023-24 Color Guard Student Handbook

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The WGHS Instrumental Music Program has continued to achieve new levels of excellence every year. The 2023-24 school year will continue to build upon those successes as we work to build a stronger community by making music every day. Students will receive the highest quality music education through

- The performance and challenges of a variety of music
- Developing an appreciation for different styles and genres of music
- Challenging students on a musical and academic level
- Developing skills necessary to succeed in and outside of the music classroom

All of this is possible through ensuring that a positive, challenging, constructive, and inclusive learning and musical environment is created.

After reviewing the entire handbook, please complete the following forms and turn in by Friday, December 8th.

- Parent/Guardian – Student Agreement Form
- Student Contract
- Emergency Form
- Travel Permission Form
- Online Contact Form

If you have any questions, comments, or concerns, please do not hesitate to contact me. E-mail is the best and quickest form of communication for me. I look very forward to working with all of you and making this year the best yet!

WGHS INSTRUMENTAL MUSIC PROGRAM POLICIES

Expectations

As a participant of the WGHS Instrumental Music Program, each student is expected to work together to help create and uphold a Positive, Challenging, Constructive, and Inclusive learning environment. In order to ensure that this takes place students will:

- Respect All – Respect all participants of the WGHS Instrumental Music Program and WGHS, the materials in the classroom, all instruments, etc.
- Try His or Her Best – Go above and beyond what is asked of you – work to surpass one’s own potential
- Be on Time – Remember “To be early is to be on time, to be on time is to be late, and to be late is unacceptable.”

Within these guidelines, all students are expected to be prepared for all classes, rehearsals, and events by:

- Having all necessary materials (working instrument, music, pencil, etc.)
- Following all directions given by leaders of the group
- Following all rules and policies set by the WGHS Instrumental Music Department, Walden Grove High School, the WGHS Student Handbook, WGHS Administration, SUSD, and the performance and travel venues.
- Setting positive examples for all members of the group, and those observing the group, as to represent WGHS and SUSD extremely well
- Having fun

The overall atmosphere within the rehearsal room is always expected to be positive. Bullying, name-calling, derogatory terms, horsing around, trashing the room, and other behaviors that take away from a positive atmosphere **WILL NOT** be tolerated. Any student or students partaking in these behaviors will be asked to leave immediately and face necessary disciplinary action.

Students not adhering to the policies described in this handbook will face the following consequences:

- Warning
- Lunch Detention
- Phone Call Home
- Office Referral

Any additional inappropriate behaviors or extreme inappropriate behaviors and actions will result in possible off-campus suspension or other disciplinary actions.

By adhering to all of the policies in this handbook and at WGHS, students can ensure a positive environment for all to learn, resulting in a better experience and stronger outcome (performance, testing results, etc.). Students seen going above and beyond all requirements will be acknowledged through phone calls home, recognitions awards, and other acknowledgements throughout the year.

Membership Status

● **Member Status (Alternates)**

- Final Member Status will be determined over the course of Rehearsals, Camps, as well as throughout each season.
 - **Marching** – Member performs in all events including the field show.
 - **Alternate** – Member attends all events and performs at all events except for the Field Show. Alternates who show notable excellence will be awarded a Marching Spot in the following events:
 - A Marching Member spot opening up
 - Marching at select shows (trading off with the Marching Member whom the Alternate shadows)
 - In the event of high excellence, a spot may be written mid-way through the season
 - **Probation** – Member attends all rehearsals and performances but does not perform. Members receive the status of Probation upon excessive ineligibility, breaking band and/or school rules, or upon negative representation of themselves, The Red Wolf Regiment, Walden Grove High School, and/or the Sahuarita Unified School District. Probation Status is given/removed at the discretion of the Color Guard Director and the Band Director.
- All members in good standing with fees will be written into the show based on academics, attendance, attitude, & ability. Students who fail to meet standards set in these areas may not be able to perform with the group.
- Criteria for Member Status is based on (listed in order of importance)
 1. Academics
 - In order to perform, members must maintain a D or better in all classes—no Fs.
 - Grades will be checked bi-weekly by the Band Director and relayed to the guard director.
 2. Attendance
 - Performers must attend all rehearsals, performances, competitions, football games, and other Color Guard and Band related events.
 3. Attitude
 - Performers are to maintain a positive “Can-Do” attitude and will handle frustration and conflicts with professionalism, patience, and kindness. This includes body language. Social Media will not be used as an outlet to vent or otherwise express frustration.
 4. Ability
 - Performers are expected to practice individually every day.
 - Performers are expected to come to rehearsal able to perform any choreography taught throughout the season.
 - Performers are expected to memorize choreography and routines.
 - Performers will be tested for memorization of choreography and routine throughout the season.
- Seniority in the guard will only be a factor if two or more members meet all the Criteria for Member Status equally.

- o Alternate Status
 - Members who do not excel in all 4 criteria stated above may be given **Alternate Status** (known as an “Alternate”)
 - Alternates must meet the same expectations as members with **Marching Status**, but may or may not perform during football games and competitions depending on spot availability.
 - Alternates will shadow a Marching Member during field rehearsals, learn the same drill spot, and alternate during run-throughs.
 - In the event that a Marching Member becomes unable to march, that spot will be awarded to the Alternate who is best meeting the Criteria for Member Status.
- o Challenges
 - An alternate may challenge the Marching member he/she shadows to perform in the subsequent football game or competition.
 - Alternates may only make a challenge if they are academically eligible and have a good attendance record.
 - Challenges happen on night rehearsals and must be announced at the beginning of rehearsal and approved by the Color Guard Director.
 - Challenges will be won based on attitude and ability during the rehearsal with each member having an opportunity to perform a final run-through.
 - Challenges will be awarded by the Color Guard Director taking in account the consideration of other staff members’ insight.
 - Marching Status may be awarded via Challenge temporarily or full time based on the Alternate’s performance throughout the season.

Rehearsals

Each group may have additional rehearsals outside of class. **If you will miss a rehearsal, you must complete the online Rehearsal Absence Form at least 48 hours in advance.** Mr. Buchen will determine whether or not the reason will be considered excused or unexcused. If the reason for the absence is considered excused, students will be eligible to make up the points. If the reason for the absence is considered unexcused, students will not be eligible to make up the points.

PLEASE NOTE THAT ALL REHEARSALS WILL BEGIN PROMPTLY AT THE TIME GIVEN AND WILL NOT END UNTIL THE GIVEN TIME. For example, if the rehearsal time is from 6:00pm until 8:30pm, students are expected to be ready to rehearse with all necessary materials by 6:00pm. The rehearsal will continue until 8:30pm. At 8:30pm students will be dismissed to put their instruments away, ensure the rehearsal area is cleaned, and then allowed to leave.

Performances

With all ensembles, concerts and performances are apart of the entire musical process. For all performing ensembles, the following is expected from all students:

- The announced call-time is when the downbeat will occur. All students need to be in uniform, equipment ready, warmed up, and ready to perform at this time. Failure to do so may result in lost points, as explained in the *Attendance* section.

- Students are to be on his/her best behavior upon arrival. Any student not following the rules and policies as described in this handbook, may face disciplinary action.
- If the performance has more than one ensemble performing, all students are required to stay for the entire performance, unless otherwise noted. Supporting one's peers and listening to music is an important aspect of every student's music education.
- At the end of the performance, all students are expected to stay to help tear down the performance area and return the music rooms to their proper state.

Each student must:

- Be on time
- Have all necessary materials (working instrument, music, etc.)
- Be in appropriate performance attire (e.g. concert dress, marching uniform, etc.)
- Follow all instructions
- Remain at the performance venue until dismissed

Tardies

Being late to a performance is UNACCEPTABLE.

Absences

If a student is to miss a class, rehearsal or performance, students must complete the appropriate online absence form prior to the class, rehearsal, or performance. Students must fill out the appropriate form for ALL absences, including but not limited to sports practices, testing, other field trips, etc. Please refer to the following chart in regards to deadlines to report absences.

Absence Type	Deadline to Submit	Approval Needed to be considered Excused
Rehearsal Absence (Outside of School Day)	At least 48 hours prior to the start time of the rehearsal	YES – absences must meet requirements to be eligible to make up the missed points
Performance Absence	At least 1 Month prior to the concert	YES – absence must meet requirements to be eligible to make up the missed points.

In the event of an emergency or extenuating circumstance, students should do their best to communicate with Mr. Buchen as soon as possible and fill out the absence form when they get the chance. Please do not utilize another student to communicate your absence with Mr. Buchen.

It should also be noted that filling out an absence form does NOT count for making up points. Students must complete the make up assignment in order to receive the points missed.

For students participating in WGHS Athletics, student should provide their sport schedule to Mr. Buchen within the first week of the respective season. Mr. Buchen will review the schedule with them to bring up any potential conflicts. Any conflicts that occur will follow the following WGHS Fine Arts-Athletics Conflict Tier:

Fees/Expenses & Fundraising

On average, it costs about \$400 per member to cover all expenses per season. The school, district, community, and boosters are all working together to keep costs down for each member.

- o \$400 Contribution
 - Parents are requested to donate their tax credit or have friends or family donate to the Color Guard program. We have found this to be the easiest way and most sustainable way for funds to go directly to the students.
 - Paid using the Arizona Tax Credit Program. Please submit this payment with the SUSD Tax Credit Form to Mr. Buchen in order to track the donation—DO NOT SUBMIT TO THE WGHS FRONT OFFICE. We will take care of that for you. (If you have already maxed out your 2019 Tax Credit OR if you are in need of financial assistance, please contact Mr. Buchen at jacob.buchen@sahuarita.net ASAP.) Please note that this payment can be made by any resident of Arizona as recognized by the IRS (e.g. relatives, neighbors, family friends, businesses, etc.)
 - This covers all guard related costs from additional instruction to uniforms & design expenses.
 - Guard members and parents are highly encouraged to find additional friends, family, & coworkers to donate tax credit (beyond the minimum) on their behalf for the season.
- o Equipment fees
 - Fees for equipment will only be assessed in the event that school equipment is returned in poor condition or is not returned at all.
 - Students who do not return, or damage equipment in any way other than normal wear & tear will be required to pay to replace the equipment.
 - Flags - \$25-\$60 depending on silk
 - Rifles - \$60
 - Sabres - \$100-\$200 depending on brand
 - Other equipment & Props – depends on the prop.
 - The Directors reserve the right to classify damage as excessive or “normal wear & tear”
- o Incidentals & Rehearsal Clothes
 - Families are responsible for all incidentals.
 - Examples of incidentals include: rehearsal attire, money for food at competitions, special undergarments, hair-pieces, make-up etc.
 - Students are expected to have on hand “rehearsal blacks” for staging camps, performances, open rehearsals, & other times as deemed appropriate by the director. Rehearsal Blacks are ALL BLACK, form-fitting, athletic attire absent of logos or graphics.
- o There will be fundraising opportunities presented throughout the Summer and the season.
- o All members are required to participate in all fundraisers.

Tours / Trips

Over the course of the year, different groups within the WGHS Music Program may travel to competitions or performances in and outside of the state. In the event of these trips, parents and students will be given specific information, expectations, rules, and guidelines for the event.

Calendar of Events

The Calendar of Events is available on the music website using Google Calendar. The online calendars act as the office calendar for all groups and should be considered up to date at all times. Each calendar is available to sync with your own electronic calendar. Please make sure that you stay up to date with all events, rehearsals, and performances.

Additional Contact Information

The best way to get in touch with Mr. Buchen is by e-mail at jacob.buchen@sahuarita.net. Contact Blaine at blaine.martinez@sahuarita.net
Office hours will be held during MYP Session 1

Student+Parent Square/E-mail Reminders

Parents and students will be automatically added to the Square chat for Color Guard. This will be used for all student-parent-coach-teacher communication.

Student Contract

As a Walden Grove musician who is participating in the Instrumental Music Program, I understand that my participating in the program as an elective is a privilege and is dependent on my acceptance of and adherence to the following rules and expectations:

1. I will not use or be in possession of alcohol, tobacco, or any other illegal substances, including but not limited to improper use of prescription or over the counter drugs on or off campus.
2. I will maintain satisfactory academic eligibility as defined in the performance eligibility contract. I understand that failure to meet these requirements will exclude me from performances, trips, and other activities.
3. I will attend all of my classes and be on time every day. I will not have any unexcused absences from classes or rehearsals.
4. I will be a good citizen and conduct myself in an exemplary manner as to not bring discredit or embarrassment to the WGHS Instrumental Music Program, Walden Grove High School, the Sahuarita Unified School District, my community, or myself.
5. I will be responsible for all of the music and materials needed to succeed in classes, rehearsal, and performances. I understand that I am responsible for the replacement cost of anything that is lost or damaged.
6. I will continually check all forms of communication made available to me to ensure I know about all rehearsals, requirements, events, and performances. These resources include, but are not limited to, the WGHS Music Department website and Facebook page, the WGHS Music Department Google Calendar, the Square text and e-mail service, the in-classroom calendar; and handouts and posters.
7. I will maintain a positive attitude at all times through all rehearsals, classes, performances, and other events to ensure that my actions do not distract or deter from the surrounding environment. I will come to rehearsals prepared to the best of my ability. I will ask questions when I do not know what is going on, how to practice something, or need help to become a better person or musician.
8. I understand that failure to meet the above items, those mentioned in the WGHS Music Department Handbook, and those discussed in class, may jeopardize my participation in any part of the WGHS Instrumental Music Program.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Performance Eligibility Contract

As members of the WGHS Instrumental Music Program, students must follow all policies listed below in addition to the policies set in the WGHS Instrumental Music Handbook and by WGHS and SUSU.

Academic Eligibility

In order to perform all students must maintain academic eligibility. In order to maintain eligibility, each student must not have a grade below a "F". Students that have an "F" in any class will be ineligible for travel/performances. If a student has a "D", they must complete the Intervention Process form which is available from Mr. Buchen. Students with a "D" or "F" will be on the ineligibility list for 3 weeks (until the next grade check). Failure to complete the Intervention Process form will result in students not being able to compete/perform.

Please note that students who are academically ineligible will still be required to attend all practices and performances with the rest of the students, unless it conflicts with the normal, daily school schedule. The only exception to this is when a student has been consistently ineligible. At this time, a conference will be held with the student, the student's parent/guardian(s), and Mr. Buchen to form a contract and determine further actions and expectations.

Absences and Performances

Students are expected to be at all rehearsals and ready to begin practice on time. If a student has an unexcused absence from a rehearsal the week of a performance (concert, football game, competition, parade, etc.) they may be ineligible to perform. However, students are still expected to attend the performance in order to receive credit. Please refer to the WGHS Instrumental Handbook for definitions of excused and unexcused absences.

Dress Rehearsals

Students must be in attendance for dress rehearsals. If a student is absent from a dress rehearsal, they will not be eligible to perform. Dress rehearsal dates are typically any rehearsal the week of a performance. Mr. Buchen will confirm the date of these rehearsals each quarter.

WGHS INSTRUMENTAL MUSIC PERFORMANCE ELIGIBILITY

By signing below we agree to the additional requirements of being a member of the WGHS Instrumental Music Program.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent / Guardian – Student Agreement

We, the student and parent/guardian(s), have read through the WGHS Music Department Student Handbook and are aware of all expectations, policies, guidelines, and stipulations for WGHS Music Department students. By signing below, each student and parent / guardian understands and acknowledges the content of this handbook. If there are any questions, comments, or concerns, each student and parent / guardian should contact Mr. Buchen immediately via the contact information located at the beginning of the handbook.

Please fill out all forms in this packet by Friday, December 8th!

Please initial next to each action item:

	Student Initial	Parent/Guardian Initial
Read through Handbook:	_____	_____
Found and bookmarked or added calendar:	_____	_____
Read and Signed Student Contract:	_____	XXXXXXXXXXXX
Completed and Signed Student Agreement:	_____	_____
Completed and Signed Emergency Form:	_____	_____
Completed and Signed Travel Form:	_____	_____

Student Name: _____

Student Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Comments / Questions / Concerns:

Emergency Medical Release Form

Student Name: _____ Date: _____

Home Address: _____

City: _____ ST: _____ Zip: _____

Age: _____ Birth Date: ____/____/____ Home Phone: (____)____-____

Allergies: _____

Medications: _____

Medical Conditions (asthma, diabetes, etc.): _____

Parent / Guardian Name: _____ Phone: (____)____-____

Parent / Guardian E-mail: _____

Emergency Contact Name 1 (Not Parent/Guardian): _____

Relationship: _____ Phone: (____)____-____

Emergency Contact Name 2 (Not Parent/Guardian): _____

Relationship: _____ Phone: (____)____-____

Health Insurance Co. / Medical: _____

Policy Number: _____

I understand that by signing this form, in the event of a medical emergency, every effort will be made to contact the individuals listed above. However, in the event that the above individuals cannot be reached, I hereby authorize the WGHS Faculty and Staff or chaperones present, to select such physicians, nurses, medical authorities, and/or hospitals to administer proper treatment for my child and/or to order and administer to him/her such injection, medication, anesthesia, surgery, hospitalization or such other medical practices as they deem necessary. I further have noted any and all conditions that may affect my child's participation on this form. I do hereby assume all risks and agree to release and hold harmless all WGHS Faculty and Staff, chaperones, and other related third parties from any and all liability, loss or damage actions, claims and demands, which my student now has or which may arise from his/her participation in the WGHS Music Program.

Parent / Guardian Signature: _____ Date: _____

Travel Permission Form

All students MUST fill out this form in order to go on any trip (competition, concert, etc.) with the WGHS Music Department. (Additional information including schedules, additional rules, and details will be provided for each trip.)

I, _____ (student's name), agree to follow all policies and expectations stipulated by the WGHS Music Department, WGHS, and SUSD. In the event that I do not follow the aforementioned policies and expectations, I will be sent home immediately at the cost of my parent/guardian(s) and face any disciplinary actions.

Student Signature: _____ Date: _____

I give my son/daughter, _____ (child's first and last name), permission to go on all WGHS Music Program trips during the 2019-2020 school year. I also understand that if my child does not follow all of the policies and expectations stipulated by the WGHS Music Department, WGHS, and SUSD, I will be responsible for the costs in immediately transporting my student home.

Parent / Guardian Signature: _____ Date: _____