

LINCOLN-WAY HIGH SCHOOL WINTER GUARD HANDBOOK

2018-2019
SEASON

Lincoln-Way Community High Schools are committed to providing the experiences and opportunities necessary to maximize the academic and social growth of all students.

CONTACT INFORMATION

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POLICIES

First and foremost, our goal of this program is to create a warm, safe, and competitive environment. All policies and procedures of our activity are outlined below. Please note that all policies and instructions indicated within the Lincoln-Way High School Student Handbook and Code of Conduct are to be followed always, no exceptions. If you have any questions about the current Student Handbook or Code of Conduct please speak with your school's Music Department Chairman –contact information is listed above in the “Contact Information” section of this handbook.

Mutual Respect Policy

As a unit we will spend a lot of time together, which is vital to our success. We will rely heavily on one another for program objectives, choreography, unity, and positive energy. Therefore, the way we communicate and treat one another is crucial to our season's success. Understanding that school, family life, friends, rehearsal, and other items will create stressful personal situations, it is the expectation of the staff and performers that such situations do not interfere with our rehearsal and program objectives. Performers and staff are expected to:

- ❖ Respect individual differences among members;
- ❖ Understand and respect the role of student leadership within the unit;
- ❖ Develop a consistently positive attitude when interacting with one another in and outside of rehearsal;
- ❖ Work to create and maintain friendships with one another;
- ❖ Remain neutral on any issues that do arise among the unit.

Social Media Policy

Technology is making it more and more possible for us to communicate and share what we do in our day-to-day lives. With such capabilities, we can run the risk of putting ourselves in harmful situations as accidents or on-purpose. Keeping a positive reputation within the social media community will be as important as how we carry ourselves in day-to-day rehearsals and show days, so please adhere to the following expectations:

- ❖ No pictures in uniforms, tracks of show music, show concepts, or ideas may be released to ANY social networking site until appropriate staff has given permission to unit members;
- ❖ Privatization of groups in social media that excludes members of the LWWG are not permitted;
- ❖ Inappropriate comments are not permitted regarding the LWWG, unit members, staff, scores, or other winterguard programs on any social media outlet (i.e. Facebook, Twitter, Tumblr, Instagram, Vine, SnapChat);
- ❖ Do not jeopardize the image of the LWWG by posting any negative things online.

Academic & Alertness Policy

Your primary goal while in high school is to earn your diploma and set yourself up for long-term success. Keeping this in mind you are expected to balance your time to be attentive at rehearsals and successful in school. All eligibility requirements outlined by the Student Handbook and Code of Conduct will apply to our season. While in classes, members of the LWWG are expected to:

- ❖ Attend all your classes and maintain adequate grades;
- ❖ Remain alert and attentive while in class; using rehearsal as scapegoat for your lack of attention is not an option;
- ❖ Just like at shows, you are representing our program so always be a strong representative of LWWG members;
- ❖ Excessive skipping of classes/school will result in a detention, referral, or removal from the program.

Equipment Policy

As the price of equipment continues to rise, we can keep our program costs down by taking great care of our equipment. Please note the following policies about equipment:

- ❖ When equipment is distributed, you are to maintain proper care over it;
- ❖ Your name must be printed BOLDLY, and CLEARLY on every piece of equipment you spin in the show;
- ❖ Practice and performance flags are to be taped completely with the cheater tapes in the correct area;
- ❖ All weapons are rented for each season. Each weapon is the property of the school and members are held liable for lost, broken or stolen weapons;
- ❖ Rented flag poles, flags, and weapons will be assigned by number. You are responsible for returning the sabre with your assigned number at the end of every season if items go unreturned, we will charge the individual a fee based on the replacement costs (Flags – up to \$50, Rifles – up to \$50, Sabres – up to \$200);

Personal and Group Hygiene Policy

First and foremost, TAKE CARE OF YOURSELF. We need all members to be 100% in rehearsals and on show days. While we understand that sickness will happen, curbing the level and rate of infections is vital to be successful this season. Along with knowing yourself please remember the following:

- ❖ Nails - Keep length of finger tips natural and medium length as they may interfere with your spinning abilities. NO ACRYLICS;
- ❖ Jewelry - It is dangerous to wear jewelry during any performance or practice. You don't want to endanger yourself;
- ❖ Hair - During rehearsal your hair is to be neatly tied back with bangs out of your face;
- ❖ Clean out your water jugs often and try to thoroughly wash thoroughly as bacteria will produce;
- ❖ DO NOT SHARE WATER;
- ❖ We recommend a regular intake of vitamin C through fruits, pills, or powders. When you work so hard it's easy to attract various sicknesses;
- ❖ If you get hurt, don't be afraid to ask for help. Don't let an injury get worse over time;
- ❖ Bring deodorant!

Rehearsal Etiquette Policy

- ❖ It is imperative that you arrive to every rehearsal on time. If a practice is scheduled for 6:00, that is NOT the drop off time. Arrive 15 minutes early to set up mats, and pull the floor;
- ❖ No cursing or disrespectful behavior will be tolerated in our rehearsal environment;
- ❖ There is to be NO TALKING during stretch block, while a figure of authority is talking/giving instruction, between sets, during warm ups, during meetings, or while we are spinning;
- ❖ Appropriate attire must be worn at ALL TIMES!

Appropriate Attire Policy

- ❖ All clothing for rehearsal must be form-fitting and follow the Lincoln-Way dress code;
- ❖ Some rehearsals will require all black attire. Please avoid black clothing with logos or distracting patterns;
- ❖ Captains will determine "dress days" please participate in such activities, but remember we must be able to see all body lines and clothing must not interfere with your ability to perform.

Performance Policy

Looking and acting professional as soon as we interact with others is a cornerstone of successful programs. Please remind yourself and one another about performance/show-day policies:

- ❖ When we arrive at the designated show site, no matter where it is, no matter who is there, you are ALWAYS being watched;
- ❖ You begin your performance the second you step off the bus;
- ❖ All hair and makeup must be 100% done and approved BEFORE we reach the site and before you are in uniform;
- ❖ No cursing, rude comments, horse playing, and disrespect towards other members, staff, or other groups;
- ❖ When in uniform, and at a show site you are to be on your best behavior. Remember, you are representing the LWVG;
- ❖ All eating and bathroom runs must be done at least 15 minutes before a scheduled warm up.
- ❖ Stay aware of ALL meeting times and places. It is of the utmost importance that you report to the group and meeting place 10 minutes before the time given as we are on a tight schedule;
- ❖ Failure to comply to any of these rules may result in you being excluded from the performance that night;
- ❖ When in the stands during a performance you are to refrain from talking and you must show the utmost respect for the ensemble on the floor. Clapping and cheering is encouraged. Respond the way you would want the audience to respond to you during your show.

Uniform Policy

As the official indicator of a LWVG unit member, our uniforms should always be taken care of and respected. Please follow the guidelines when in uniform:

- ❖ Unit members are to never eat or drink anything besides water when in uniform;
- ❖ Doing hair or makeup in uniform is highly discouraged, unless instructed to do so by a staff member;
- ❖ Swearing, disrespect, or any other behavior that breaks an above policy while in uniform is forbidden; and
- ❖ When in uniform, unit members are to remember your show begins and should act accordingly when in uniform.

Consequences for Breaking any LWWG Policy

Being that safety is our first goal, unit members are expected to follow the LWWG policies to ensure safety and consistency is being achieved. Failure to comply with the above policies could result in any of the following:

- ❖ A warning from the Director;
- ❖ A formal in-person apology to the unit and staff;
- ❖ A conference between director, and your parent/guardian;
- ❖ A green sheet followed by consequences determined by the Deans and S.S.O.;
- ❖ Code of Conduct violation procedures;
- ❖ Sent home from rehearsal;
- ❖ Written out of part of the show;
- ❖ Passed or removed from any solos or weapon line spots;
- ❖ Inability to perform for one or more shows;
- ❖ Dismissal from the program.

Friendly Reminders

- ❖ Color Guard is a sport that requires athleticism, dedication, sportsmanship, spirit, cooperation, trust, patience, friendship, and above all else, **fun**;
- ❖ If you are frustrated or unsure of yourself, just breathe. You won't get everything right the first time, or even the 10th time, but relax and be patient. Nothing worthwhile is easy to achieve;
- ❖ You'll be surprised how much you'll have progressed by the end of the season;
- ❖ Everyone needs to be 100% dedicated to this team, or the show won't work the way it should.
- ❖ Always strive to do better than you did the rehearsal before;
- ❖ Believe in yourself! Sometimes, the most cliché sayings are the most true;
- ❖ Laugh with your fellow teammates, smile when you perform, make long lasting memories, and if you are second guessing yourself, just go for it! You've got nothing to lose;
- ❖ Work hard, and enjoy the journey. ☺

ATTENDANCE POLICY

Our program's success is dependent upon your presence and attentiveness while at rehearsals. Understanding 100% attendance is not always possible, it will be an attempted requirement; it is something we will strive to achieve to be successful as a unit. Like other performance-based organizations, we will have times where absences will be excused and a process to request such an absence as well as, consequences for lateness or unexcused absences.

***Please note:*

Parents should plan to pick up students 15 minutes after the rehearsal concludes, allowing time to make announcements and clean up.

Attendance Policy

- ❖ Attendance is required at all Winter Guard rehearsals;
- ❖ Students are expected to attend every rehearsal for the full time scheduled;
- ❖ Missing any rehearsal without prior permission is 100% UNACCEPTABLE;
- ❖ Please plan any doctor's, dentist, orthodontic, or other appointments around scheduled rehearsals, performances, or other commitments;
- ❖ Work is not an excuse to miss practice;
- ❖ Last minute personal issues that you may need to miss practice for must be communicated to the director;
- ❖ Don't just skip out on a rehearsal without notice;
- ❖ It is your responsibility to make up what you miss from a previous rehearsal BEFORE the next rehearsal;
- ❖ Telling a friend or a captain will not excuse your absence.

***Please note:*

Any absence that would require an individual to miss a show MUST be communicated to Tammy Kalivoda before December 15. If such notices are made after this date, your spot in the LWWG will be placed under review, immediately.

Filing an Excused Absence

To be excused from a rehearsal, a signed consent form is required 2 weeks prior to the rehearsal, submitted to the director. If you miss 1 day of rehearsal due to sickness, your parent must sign the consent form indicating you were ill. If you miss for more than 1 day due to sickness you must have a doctor's note before returning to rehearsal. A copy of the consent form is located at the end of this handbook.

Consequences for Unexcused Absences, Poor Attendance Records, or Breaking any LWWG Policy

Any unexcused absence will result in a timely consequence! Missing rehearsal is not an option if you wish to have a successful season. We will plan our rehearsal efficiently and when someone is not present it dramatically affects the work we do at rehearsal. Individuals with unexcused absences or multiple sick absences could be issued any of the following consequences:

- ❖ A warning from the Director;
- ❖ A formal in-person apology to the unit and staff;
- ❖ A conference between an L-W Department Chair, Tammy Kalivoda, and your parent/guardian;
- ❖ A green sheet followed by consequences determined by the Deans and S.S.O.;
- ❖ Written out of part of the show;
- ❖ Passed or removed from any solos or weapon line spots;
- ❖ Inability to perform for one or more shows;
- ❖ Dismissal from the program.

WINTER GUARD RESOURCES

While the winter guard community is a wonderfully fun and exciting place, there can often be a lot of learning to do. As a reference to understand our competition circuit, governing organizations, and other odds and ends please use some of the resources below to help answer basic questions about the activity.

Winter Guard International (WGI)

www.wgi.org

WGI is the governing authority of this activity along with winter drumline. This organization is staffed with professionals who work to set up shows, register groups as units, create educational experiences for directors, unit members, and spectators, host large Regionals and World Championships, and other various programs. This website will hold information regarding regionals, rules, fun educational materials, and a host of other great things for you to check out!

Midwest Colorguard Circuit (MWCGC)

www.midwestcolorguard.com

As our local circuit, this community is a true home to the LWWG. Hosting competitions around our area, including our own show, this group provides contest management, leadership, and support to our unit. We are lucky to be in such a caring circuit so it is vital to understand and know our home circuit should be treated with the utmost respect. People can use this site to access local show information, recaps of scores from previous shows, and important updates or news articles.

2018-2019 GENERAL INFORMATION SHEET

Participation Fees: \$550

Payment Schedule:

- ❖ January 15^t \$150
- ❖ February 1st \$200
- ❖ March 1st \$200

*Plus SA will have travel fee of \$125 due by March 15. SRA will also need to purchase a ticket for World prelims/semis in Dayton. Price TBD.

Payment Reminders:

- ❖ This is approx. \$30 a week. Less than a trip to the mall on a Saturday!
- ❖ Many of our competitors charge double/triple these fees;
- ❖ Payment in full is always an option but there is no discount.

Additional Costs:

- ❖ Costume Pieces may include gloves and body tights;
- ❖ Make-up and Hair Products are always needed;
- ❖ Money for food on show days and some overnight trips.

Fundraising:

- ❖ As the season progresses the Music Boosters will host various ways that members can fundraise for their dues without having to pay any out of pocket expenses. To take advantage of these programs please contact your school's Department Chairperson or Band Director.

Winter/Spring Break:

- ❖ An attempt is always made to give members time off during spring break; however, our season is dictated by the contest schedule. Please see the calendar and schedule vacations accordingly. Talk to Tammy Kalivoda about individual concerns or conflicts and remember to turn in the Absence Consent Form.

Practice Locations:

- ❖ Lincoln-Way East 201 Colorado, Frankfort
- ❖ Lincoln-Way Central 1801 E Lincoln Hwy, New Lenox
- ❖ Lincoln-Way West 21701 Gougar Road, New Lenox, IL
- ❖ Mokena Intermediate School 11331 195th St, Mokena, IL

ABSENCE CONSENT FORM

Excused Absence: Due December 15

Sick Day: Due the Next Rehearsal Day

Name	
Date(s) of Absence	
Reason	<input type="checkbox"/> Vacation <input type="checkbox"/> Personal <input type="checkbox"/> Other <input type="checkbox"/> Sick (One-Day) <input type="checkbox"/> Sick (Multiple Days)** <i>**If you were sick for more than 2 days you must have a doctor's note to return**</i>
Total Number of Rehearsals Missed	
Will you miss any competitions due to this absence?	<input type="checkbox"/> Yes** <input type="checkbox"/> No <i>**Please note if you select Yes after November 1, your spot within the LW/WG will be immediately place under review.</i>

Please read and acknowledge the following items regarding absences from rehearsals:

- ❖ I understand that it is my responsibility to make up what I missed due to my absence before the next rehearsal.
- ❖ I understand there will be rehearsals my absence will not be excused when focusing on designing the shows - especially when learning drill.
- ❖ I understand that if I am unable to make up what I missed my spot on a line or in the show maybe compromised.
- ❖ I understand that if I am missing rehearsal and do not inform a director it will count as an unexcused absence.
- ❖ Any date(s) my absence requires me to miss a show should be communicated to a director before December 15. If dates are communicated after this deadline, I understand my spot in the LW/WG will be immediately reviewed.
- ❖ I agree to personally communicate honestly and openly about missed rehearsals and assume all responsibility when I miss a rehearsal.
- ❖ As the parent/guardian, I understand and agree to the above understandings about my child missing rehearsal.

I have read the above and accept the terms of the absence consent form.

Unit Member Signature

Unit Member Parent Signature

Date

Date

STUDENT INFORMATION FORM

First Name: _____ Middle Initial: _____ Last Name: _____

LW I.D. Number: _____ Birthday: ____/____/____ Sex (Circle One): M or F

2018-2019 Grade (Circle One): Freshman Sophomore Junior Senior School: _____

Student Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) ____ - _____ Cell Phone: (____) ____ - _____

Student Email Address: _____

Parent/Guardian Email Address: _____

T-Shirt Size: _____ Shoe Size: _____

PARENT/GUARDIAN CONTACT INFORMATION

ADULT 1

First Name: _____

Last Name: _____

Relation: _____

Check Here if home address is same as the child's

Work Phone: (____) ____ - _____

Home Phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Email Address: _____

ADULT 2

First Name: _____

Last Name: _____

Relation: _____

Check Here if home address is same as the child's

Work Phone: (____) ____ - _____

Home Phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Email Address: _____

ARE YOU INTERESTED IN VOLUNTEERING FOR OUR 2018-2019 SEASON?

NOT NOW

YES (Please Circle Items Below)

Chaperone	Home Shows	Meals	Other	
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HANDBOOK ACKNOWLEDGEMENT FORM

Please read through the contents of this handbook very carefully. Questions regarding any of this material should be directed to Tammy Kalivoda.

I understand and agree to abide by the responsibilities explained in the Lincoln-Way High School Winter Guard Handbook. I understand the policies as well as the time commitment necessary to ensure and continue the tradition of quality of the Lincoln-Way Winter Guard. I also accept the terms of attendance and all resulting consequences.

I have read the above and accept the terms of the absence consent form.

Unit Member Signature

Unit Member Parent Signature

Date

Date

THIS FORM MUST BE RETURNED BY 1/15.