

# WALKER HIGH SCHOOL BAND

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[www.facebook.com/Wildcatlegacy](https://www.facebook.com/Wildcatlegacy)

[www.youtube.com/Wildcatlegacy](https://www.youtube.com/Wildcatlegacy)

[www.walkerhigh.org/band](http://www.walkerhigh.org/band)

or [bit.ly/Wildcatlegacy](https://bit.ly/Wildcatlegacy)



# Band Handbook 2020-21

“Character, Commitment, Competence, Confidence”

Today I shall  
behave as if this is  
the day I will be  
remembered.

Dr. Seuss

Congratulations on your decision to be a part of the Walker High School Band! This handbook is designed to describe our program, and clearly lay out its policies and procedures. Parents and students are asked to sign and return the last page of this book stating that they have read, understand, and agree to follow the guidelines explained in the handbook as well as the Info and Consent for Medical Treatment. As a Walker High School Band member, you are held to an elevated set of standards. You are also expected to be positive role models in our school and community. **Our mission is to leave a legacy of quality musical performance, dynamic leadership, and service.** Please check the website, call or email if you have any questions.

### ***What does it mean to be a WHS Band Member?***

When you join the Walker High School Band, you are becoming a part of a legacy of excellence built on the dedication and hard work of its directors, members and parents, family, and friends. In order for such a large organization to operate at the level we strive to achieve, it takes cooperation from all parts of the WHS Band family. As a result of this cooperation, you will make friends and memories that will last a lifetime; you will achieve outstanding musical accomplishments; you will learn the value of hard work; and you will be an integral part of something excellent that you could not accomplish on your own. By joining the WHS Band as students and parents, you are entering to an agreement with the directors.

As your directors, we agree to:

- Work tirelessly to provide you with the absolute best that band and music has to offer.
- Set *very high* goals for the students, and then *enable* the students to meet them.
- Always challenge you to be better in all you do.
- Do our absolute best to put the students in a position to excel.
- Demand academic excellence.
- Clearly communicate our schedule and our expectations.

As students, you agree to:

- Give 100% in each and every rehearsal.
- Arrive prepared to every performance or rehearsal.
- Communicate any schedule conflicts as far in advance as possible.
- Pass your classes. This is a team effort - failure is not an option.
- Demonstrate personal responsibility.
- Uphold the legacy of excellence in all that you do.

As parents, you agree to:

- Provide timely transportation for your student so that he/she arrives early to all band events and is picked up promptly at the conclusion of all events.
- Maintain an open line of communication with the staff about any schedule conflicts or concerns that you might have. Feel free to contact us at any time using the contact information below.
- Be an integral part of the Band Family by attending performances and by participating in volunteer efforts.

### **Contact Information:**

**Band Director: Jeff Seighman** [jeff.seighman@lpsb.org](mailto:jeff.seighman@lpsb.org)

**Band Director: Eddie Hirst** [edwin.hirst@lpsb.org](mailto:edwin.hirst@lpsb.org)

**Band Website:** <https://www.walkerhigh.org/band> or ([bit.ly/Wildcatlegacy](https://bit.ly/Wildcatlegacy))

You can also go to [www.facebook.com/wildcatlegacy](https://www.facebook.com/wildcatlegacy), [www.youtube.com/Wildcatlegacy](https://www.youtube.com/Wildcatlegacy)

Join the Walker High Band Parents Page: <https://www.facebook.com/groups/517040681671534/>

**Remind.com** – To get reminders and updates through texts and/or the Remind app: (you can disable this at any time)  
If your child will be in the...

**9<sup>th</sup> grade:** text “@BOL920” to 81010

**10<sup>th</sup> Grade:** text “@BOL1020” to 81010

**11<sup>th</sup> Grade:** text “@BOL1120” to 81010

**12<sup>th</sup> Grade:** text “@BOL1220” to 81010

## **General Goals and Objectives**

### **I. Mental and physical discipline:**

- A. Develop powers of concentration
- B. Memorize music
- C. Learn techniques of preparation as they relate to group and individual performances
- D. Develop self and group discipline

### **II. Citizenship through group endeavor:**

- A. Develop leadership abilities
- B. Develop responsibility
- C. Develop ability to cooperate with others and to work as a team member
- D. Develop diligence
- E. Develop mutual respect

### **III. Physical conditioning:**

- A. Develop strength
- B. Develop stamina
- C. Develop endurance
- D. Develop coordination

### **IV. Cultural growth:**

- A. Provide opportunities to attain knowledge of music history through performance of various types of instrumental literature.

### **V. Value Judgments:**

- A. Ability to make musical value (as they pertain to a musical setting) judgments through critical listening. The student will recognize quality of sound, pitch, style, tempo, rhythm, blend, balance, phrasing, dynamics, and articulation.

### **VI. Music theory:**

- A. Know and utilize note values and rest
- B. Know and utilize keys, key signatures, and scales
- C. Know and utilize musical terms, signs, and symbols
- D. Recognize and tune intervals and harmony
- E. Develop ear training / listening skills

### **VII. Proper instrumental technique:**

- A. Maintain the instrument properly
- B. Assume correct posture and playing position
- C. Develop the embouchure / stick grip / hand position
- D. Develop characteristic instrumental tone
- E. Develop proper breathing techniques
- F. Develop technical instrumental proficiency (fingering, articulation, rudiments, scales, etc...)

### **VIII. Creative self-expression:**

- A. Express oneself in every performance experience
- B. Explore careers

### **IX. In addition to the State of Louisiana guidelines, the Walker High School Band will strive to:**

- A. Provide any interested student with opportunities for musical knowledge, musical fellowship, and fun through participation in band.
- B. Provide for the mental, physical, social, and emotional development of students.
- C. Instill pride and discipline in each student.
- D. Provide each student with solo and group endeavors to achieve personal goals and satisfaction.
- E. Provide basic psychological needs such as recognition, belonging, self-respect, and a feeling of achievement.

## **Membership Expectations**

**All rehearsals and performances are mandatory.** Each band student is important to the success of the overall group. Please read our attendance policy carefully. These policies are designed to be fair to all students while still allowing the band to maintain a certain level of excellence. To find out the practice and performance dates and times, please see the official band calendar. It is updated periodically as some events are not finalized until 15-20 days prior.

### **Attendance**

#### Excused Absence (same as school expectations/Livingston Parish Guidelines)

1. Illness
2. Death in the family
3. Doctor's appointment (emergency) Please schedule all medical appointments around rehearsals and concerts when possible.
4. All other circumstances considered on an individual basis by the directors.

**\*\* Documenting an absence** – email the directors or use the *Absence Form* found in the band handbook. Additional copies can be found in the handbook on our page at <https://www.walkerhigh.org/band>. Print the form and return in advance of the missed event whenever possible. All absences not registered by the submission of an Absence Report Form will be considered unexcused. Filling out an absence form does not automatically constitute an excused absence.

Work obligations, homework, projects, family vacations (non-emergency) and forgetfulness are examples of **unexcused absences**. Unexcused absences result in lower grades and may result in removal from an ensemble. Students who are consistently tardy to rehearsals may be reassigned as an alternate and subsequently lose a primary marching spot. If a student misses a rehearsal without the prior communication, his/her spot may be reassigned. Students who miss a performance with an unexcused absence may be removed from leadership positions, have spring trip privileges revoked, or ultimately be removed from the band program. Finally, to maintain the integrity of the group's performance, students may not be allowed to perform at the next performance if they miss a practice/performance of any type regardless of excused/unexcused status.

### **Grading**

Grades are broken into four divisions. Problems in any category will result in loss of points in that division. Band is a performing organization so you will see that the majority of your points come from your successful performance, musical knowledge, and the ability and accuracy of playing the instrument.

**40% - Major Assessment – Performances/Dress Rehearsals** - Deductions are made from this grade for inappropriate behavior, unexcused absences, absences not made-up, tardiness, improper or unkempt appearance, not having necessary materials or equipment, and other factors that detract from a successful performance.

**35% - Assessed for Accuracy - Graded Work** -These are musical assignments graded according to individual criteria.

**10% - Participation/Completion - Rehearsals** - Deductions are made from this grade for inappropriate behavior, unexcused absences, tardiness, not having necessary materials, equipment, uniform and other factors that detract from a successful rehearsal.

**15% - End of Semester Assessment - Final Exam**

## **Rehearsal Expectations**

Our band rehearsals are much different than a normal classroom setting. The student to teacher ratio is much larger (approximately 100:1) and the time invested is often much greater. Because of this, it is imperative that all students be prepared, organized, and focused for every rehearsal. This means instrument maintenance must be taken care of at home and all supplies must be brought every day. All students must bring music, pencils, reeds, sticks, mutes, etc. to every rehearsal. The level of attention and focus must be extremely high. Excessive talking or general lack of focus severely hurts the ensemble. Violating these rehearsal expectations or consistently being unprepared could result in a student being removed from leadership positions, reassigned as a marching alternate, having spring trip privileges revoked, removal from the band program, and/or general WHS discipline procedures.

## **General Conduct / Expectations**

Band Members will observe all policies set forth by the Livingston Parish School Board and Walker High School, in addition to the following, as they pertain to the instrumental music setting:

- 1.** Students will not bring food, drinks, candy or gum in the band room without permission from the band director.
- 2.** Students should only enter their assigned storage room and should not loiter in storage rooms, but move immediately to assigned rehearsal spaces. Students will be in the assigned rehearsal area ready to work at the set rehearsal time.
- 3.** Students will bring all equipment including music, pencil, instrument, and all supplies to rehearsals daily. (See detailed supply list for each instrument.) Students will utilize their assigned storage slot for instrument cases and book bags hangers during rehearsals. Cases should not be brought into rehearsals unless requested by a director.
- 4.** Each student will be assigned a storage locker/space and will be responsible for keeping their area clean. Students will respect the property of others, and return their equipment to its proper storage place when not in use. Students may put a **combination lock** on their instrument locker, but must give the combination to the directors. Any deviance from this policy will result in the lock being cut off. Instruments must be secured in cases, music must be contained in a flip folder and/or in a black 1" - 3 ring binder (no loose papers), and all clothing/shoes must be contained in a zipped gym bag. Any failure to follow this policy will result in loss of locker privileges.
- 5.** Students will not play on equipment they do not own or have permission from a director to use. Students will not touch, handle, borrow, or use anyone else's instrument, uniform, or personal belongings.
- 6.** Students should ask for permission to speak by raising your hand and waiting to be acknowledged. All rehearsals are expected to be extremely quiet so that our time is utilized wisely.
- 7.** Students will not enter the directors' office, library, uniform room, or any other room they have not been assigned to without permission.
- 8.** Students will not deface or mark on music stands, walls, etc.
- 9.** Any behavior, which is not representative of good citizenship, as perceived by the band staff, may result in the student's dismissal from the activity at hand as well as the band program. This also applies to the actions of student leaders in both public and private events.

## **Marching Band**

The Marching Band performs at pep rallies, football games, marching festivals, parades and community events. During the fall semester, the band will rehearse to prepare the halftime/festival show and other aspects of a football game performance. Rehearsals are mostly on Monday, Tuesday, and Thursday afternoons from 2:45pm-4:30pm. Certain weeks may have an altered practice schedule as deemed necessary by the director usually dictated by the school calendar.

### **Fees**

Please utilize **Online School Payments** portal to pay fees online using a credit card/debit card. The link can be found on [www.Walkerhigh.org](http://www.Walkerhigh.org). This ensures **immediate deposit and a receipt** for your records. We will be using a database called **Charms** where you may check your student's band financial account to stay up to date with how much is earned/owed. See the Charms help page towards the back of the handbook.) **Charms** is not where you pay your fees, only where you see how much you fundraised, paid, and the balance remaining. Any time a payment is made, a director has to enter that information into Charms manually. Please allow time between paying for the director to post it to Charms.

Band Camp Fee is **\$30** – This covers the cost of all Section teachers that come during camp to work with the students in small groups and other expenses for camp. This fee is due in May for all members.

The band fee is **\$300**. The first half (\$150) is due in early September. The remaining balance will be due in early February. The fee covers the cost of instrument repair/replacement, music for all groups, marching drill, sectional staffing, field maintenance, uniform rental/cleaning/repair/replacement, all transportation costs, performance fees, awards, supplies, food and snacks for the year. There will be fundraisers throughout the year to help alleviate the financial burden of paying the fee. Profits from fundraisers may be used to pay your fees.

#### **Additional items to purchase for performances:**

- **Music flip folder and lyre, mouthpieces/reeds/sticks (used at the first game)**
- 1" Black 3 ring binder with page protectors (used in spring)
- **Performance and practice shirts/shorts purchased through the director (\$65 total)** Polo-\$26, Green shirt-\$13, Grey shirt \$13, Black Band Shorts-\$13 (More than one of these may be ordered for an additional cost)
- **Black marching shoes (used at the first game) - \$35 purchased through the director during Band camp,**
- **Long Black socks**(no short socks) and **black dress pants**(**no jeans, no “tight fit” or “skinny” style**), and a **plain black belt (used at the first game)** and will also be worn in the spring with the concert uniform.)
- Guys: (concert uniform worn in the spring) long Sleeve black shirt
- Girls: (concert uniform worn in the spring) long sleeve black shirt. Closed toe shoes or wear black hose.

### **Marching Placement**

Because of grades, absences, illnesses, injuries, and the competitive nature of marching band, there must be a limited number of "primary" marching positions in our half time show. During summer band camp, students will be placed in a spot. Placement will be determined by multiple factors, which may include: marching ability, musical competence and memorization, attendance, and attitude. Students not assigned a primary position on the field will be assigned an alternate spot. Alternate spots march at football games and Bandboree but not at festivals/contests, though **all members are required to attend all performances**. They will perform with the band during all other aspects of the game, parades, pep rallies, etc.

### **Game Day Procedures**

The Marching Band will perform at Varsity football games. All members are required to attend and participate. Band students will receive instructions explaining what to do on game nights during their band classes. Snack Bags will be provided by the booster team during 3<sup>rd</sup> quarter, so **no outside food or drinks are permitted** to be brought to the students in the stands. Only band members and approved volunteers are allowed in the band formations in the stands. This also applies to the band room itself during rehearsals, prep times, and post game so as not to distract the band. **Only volunteers and band members will be allowed in the band facility**. After games/performances, the band will return to the band room to watch the video of the performance and return uniforms/instruments to their places. Please be patient as we culminate many hours/days of hard work. Regarding vehicles, **please pick up your children in the parking lot on Burgess so as not to block the returning equipment trailers and buses by the band room/car pool lane.**

## **Travel Guidelines**

The band will frequently travel on both school and commercial busses. Student conduct is expected to be at the highest level on any trip. Students are reminded that all performances start and conclude at the band room. For some away games, the director may choose to take a smaller pep band or not attend due to extreme circumstances.

- 1. Students must travel to events and return from events on the bus.** Any student that has an extenuating/emergency circumstance and must arrive or leave with his/her parent must notify a director in writing at least 2 days prior to the event. A decision will be rendered based on the circumstances provided.
- 2. Students must have all necessary emergency forms completed and returned to be able to travel with the band.**
- 3. While on the bus, students will adhere to Livingston Parish bus policies:**
  - A. Remain seated at all times**
  - B. Sit properly in a forward position**
  - C. Keep the bus clear of food, drinks, and debris**
  - D. Keep all body parts inside the bus**
  - E. Use only approved type / headset radios**
  - F. Remain silent when addressed by person in charge on the bus**
  - G. Refrain from loud, boisterous talking, screaming, whistling, etc...**
  - H. Refrain from public displays of affection.**

**Chaperones:** Adult chaperones are a great asset for the band program. Proper respect will be shown to all adults associated with the band program at all times. **Chaperones or volunteers that are not LPSB employees may not ride school buses per Parish policy.**

## **Instrument Loading / Unloading**

Large instruments will be transported on the band trailers. Other instrumentalists may have to transport their instruments on the bus. Students will be responsible for seeing that their instrument/case is in the proper location. Students will also be responsible for seeing that their instrument is picked up and stored correctly upon the unloading of the instrument truck. Students who display difficulty in following the loading and unloading procedures may lose the privilege of utilizing the trailer.

## **Uniform Policy**

It is a privilege and an honor to wear the Walker High School Band uniform. Students must follow all uniform guidelines in order to protect the integrity and quality of the uniform. Students will be issued all uniform parts listed below. The replacement costs of each item are also listed. If any part of the uniform is damaged, destroyed, or lost when it is checked in following marching season, students will be held responsible for the costs. Coat: \$210, Bibber Pants: \$60, Hat: \$60, Hat Box: \$20. All students are also required to purchase a polo, practice shirts/shorts, and marching shoes. These may be reused again from year to year if the styles remain the same. If there are any rips or discolorations in the fabric due to excessive wear, the student must replace the damaged/soiled clothing. This will preserve the high standards that the Band of Legacy maintains.

## **Inspection**

During marching season, a uniform/supply inspection will occur prior to each performance. The following things will be inspected including being on time. Remember: Early = on time. On time = late.

- I. Hair -** Up in bun, tight on head (under the shako) or pony tail with ribbon if not wearing shako
- II. Face -** No heavy make-up. Light make-up only
- III. Hands -** No finger nail polish
- IV. Accessories -** No jewelry of any kind (exception: Sr. Rings)
- V. Uniform**
  1. Polo / black Pants (No jeans) or band tee and shorts– No tears or discoloration/dirt
  2. **Plain** black belt if needed
  3. Black band shoes and **long** black socks - Shoes are clean
  4. Correct uniform undershirt (if required)

## School Owned / Issued Instruments

Livingston Parish Public Schools will provide a limited number of instruments for student use. These instruments include expensive instruments such as the Bassoon, Oboe, Tenor Saxophone, Baritone Saxophone, French horn, Euphonium, Tuba, and general Percussion equipment. This equipment is generally purchased by the school district for student use because of its extremely high value. ***Thus, all school owned equipment must be handled with optimum care.*** Students failing to care for, or take care of their school issued instrument will lose the privilege to use such instruments. The following is a list of general procedures for school owned instruments:

1. If at all possible, students will be issued one instrument for home use and one for school use (This is our dream...). Order of distribution will be assigned by the directors.
2. Livingston Parish Public Schools do not provide insurance for individually or school owned equipment. It is required of all students utilizing school owned instruments to provide insurance coverage for the said instrument. ***Students will be held responsible for school owned instruments issued to them. This responsibility will include fire, theft, accidental damage, abuse and general maintenance not incurred through normal use.***
3. Students must sign an instrument check-out form with the band captain before the instrument can be used by the student.
4. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned prior to issue. Students are expected to maintain their issued instruments accordingly.
5. The band member is financially responsible for all equipment and/or materials checked out to him or her, including negligence that requires repairs to the instrument.

### ***Special Note***

School owned instruments are not to be treated as "free" instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most school owned instruments exceed a \$2,000.00 value. ***Since the expense of purchasing, leasing or renting is deterred, students using school owned instruments are strongly encouraged to participate in private lessons.***

## Supplemental Private Lessons

One on one, individual instruction is one of the main reasons why programs are extremely successful. It is a general misconception that private lessons are set up for students who are "falling behind" or for those musicians that are "not as successful" on their instrument. While private lessons can still be highly beneficial in these cases, supplemental private lessons are designed and intended more for students that are advancing and proving success on their instrument. The opportunity to study one-on-one with a professional musician is invaluable and has proven to be one of the most successful ingredients to individual achievement.

## **Letter Jacket Policy – NEW! Earlier this year!**

**This is not required...** Jackets will be ordered early in the fall semester of the band students' sophomore year and will be awarded to the student during the Christmas concert. To be eligible to order a letterman jacket, a student must have participated in high school band for 1 year and must be up to date with any band fees, school fees and band trip deadlines if attending the trip.

## Fund Raising

The Walker High School Band engages in several fund raising activities each year. The money raised from fundraising activities will be deposited into the band general account. A portion of this money can be used to the direct benefit of the students to help defray the cost of fees, band trip, letterman jacket, or to benefit the entire band program. Money from fund raising is by law the property of the band, and cannot be refunded. However, students can fundraise for others in financial need if they so choose. If you do not want to participate in the fundraisers, you may send in donations.

Regardless, participation in fundraisers is crucial to the survival of the Band of Legacy. Please utilize the **Online School Payment System to pay for all fundraisers** which is found by going to [www.walkerhigh.org](http://www.walkerhigh.org) and clicking the "Pay Online" button. You will then use the "Charms" database to see how much you have raised and how it has been applied to your fees. (See the Charms database help page towards the back of the handbook)

## Volunteering

The band could not do what it does successfully without the full support of parents/guardians, family, and friends volunteering their time to make sure things get done. There is also no monetary value you can put on the feeling that a child gets when they know their parents support them in their endeavors. Volunteering is a great way to show your support to not only your child, but the well-being of all involved as there are many areas to serve and many ways to help in those areas. There will be opportunities to sign up on Charms as the year progresses. Please feel free to sign up for as many things as you like. When you do serve, try to wear band gear/school colors, be early, and be friendly. See the need and help us succeed! Thanks for your help! Though this is not an exhaustive list, here are a few things that you can do to show your support for your child and the band by volunteering:

- **Band Camp Helpers-** serve by being available to help with hydration, snacks ready for breaks, and assisting with any minor medical issues
- **Concession Stand** – serve at home football games in various positions: food prep, counter sales, restock, nacho king/queen, grill-master, fry-master, to name a few. Please volunteer for at least one game, but you can do more than one if you like!
- **Hydration** – serve at any football game (home and away). Fill/refill water coolers and water bottles for the band as needed while we are in the stands.
- **Logistics/Trailers/Runners** - serve the band at football games and performances throughout the year. Help load, set-up, pull trailers and just be available and handy to make sure we have everything in the right place.
- **Uniforms** – many different aspects to this throughout the year (you don't have to be able to do all of these things). Washing pants (bibbers), alterations, sizing/fitting, quality control, etc.
- **Snacks/Food** – Help fill our snack bags for performances. We have 170+ bags that need to be packed for each performance. Also, help serve food when necessary.
- **Parade Walkers** – Walk beside the band in parades for their safety and to keep them hydrated.
- **Nurses** – help take care of the physical needs of the students at practices, performances, etc. You are not committing to everything; just being available is so helpful.
- **Donations/Fundraising** – Help with meeting the financial needs (more uniforms/instruments/equipment) and various other needs of a successful program.
- **Photography/Video**– taking pictures, help with end of the year video presentation.

## Concert Ensembles

Concert ensembles will perform at various times throughout the school year. Students are expected to participate in the performances of their assigned ensemble. Failure to participate in either rehearsals or performances will result in student removal from the organization at the discretion of the director. (See general attendance policies.)

### **Performances of the concert ensembles will include but are not limited to the following:**

- Fall Concert (Christmas)
- Spring Concerts – Assessment Prep and Final Concert
- Band Large Ensemble Music Assessment (District).

## Parish/District/State Honor Bands

Participation in honor bands is highly encouraged (not mandatory) as it is an outlet for the individual to accomplish great things beyond the Band of Legacy. Each has its own fees associated with it and will be the band members responsibility to pay for each. State tryouts are in September utilizing last year's Parish/District tryout music (2<sup>nd</sup> round is in late October). Parish tryouts are usually on the Tuesday or Thursday before Thanksgiving break. District tryouts are usually on the 2<sup>nd</sup> Saturday in December. Parish and District rehearsals/performances are usually the first 2 weeks we return to school in January. **All transportation and expenses are on your own for all aspects of the honor band experience.** Students will wear our approved concert attire for the performances. Students must adhere to all normal school rules and rules invoked by the respective honor bands or face release from the honor band and disciplinary action by Walker High and/or the Band of Legacy.

# **WALKER BAND OF LEGACY**

## **BAND ABSENCE FORM**

### **Request for Excused Absence, Tardy, or Early Departure**

Attendance can have a tremendous effect on a performing group's quality. It can also have a serious effect on a student's grade. Be responsible and complete the form in a timely manner. Except in cases of sudden illness, absences require notice to be given two weeks prior to the event date. In unpredictable situations like sudden illness or car trouble, please make every effort to contact me. When using this form to request a future excused absence, please follow up with me within three (3) days of submitting this form. You may complete the form at home and email it to [jeff.seighman@lpsb.org](mailto:jeff.seighman@lpsb.org), [Edwin.hirst@lpsb.org](mailto:Edwin.hirst@lpsb.org), or you may print out the form and submit it directly to the Band Office. **Filling out this form does not automatically constitute an excused absence.** Please check the handbook for criteria.

**DATE SUBMITTED** \_\_\_\_\_

**NAME** \_\_\_\_\_ **INSTRUMENT/AREA** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_

**REQUEST:**     **ABSENCE**     **TARDY**     **EARLY DISMISSAL**

**REASON:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

**ACTION**  **EXCUSED**     **NOT EXCUSED**

**DIRECTOR SIGNATURE:** \_\_\_\_\_



We will be using a database called **Charms** where you may check your student's band financial account to stay up to date with how much is earned/owed. **Charms** is not where you pay your fees, only where you see what you owe, how much you have fundraised, paid, and the balance remaining. If you need to pay a fee online, use online school payments which can be accessed through [www.walkerhigh.org](http://www.walkerhigh.org). Finally, remember that **all information on Charms has to be entered and updated individually by a director**, so please be patient while you await your most recent charges and/or payments to appear in Charms.

## How to access parent/student information in Charms

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code: **bandoflegacy**
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s school issued STUDENT ID NUMBER into the ***Student Area Password*** field. All students entered starting 2019-20 are the exact number given by the school. **NOTABLE EXCEPTION:** If you were added **before** 2019-20 school year then the ID should be 6 digits long, so if it is less than that, add zeroes at the beginning to make it 6 digits. (Example: ID# 12345 = 012345, or ID#1234 = 001234) if this doesn’t work, try not adding zeroes...
- You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. There are also mechanisms to recover/reset a lost Password. **You must add your email address, and phone number to be able to reset your password. This can be done in the “Update Personal Information” section. Click “Update info” to save changes.**
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- The ***Calendar*** may list events, rehearsals, and volunteer/RSVP opportunities. There are other links that I may enable as I learn the program and add more information
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what is going on with your student!
- You can also download the **Charms App** to your smartphone – search your App Store for “**Charms Parent/Student Portal**” (or “**Charms Blue**”). It’s the way to stay in touch on the go!
- Something to consider .... The **online version** gives more information and is easier to understand when it comes to trying to figure out what is a “charge” and what is a “payment.” Also, it is always better to pay for any fundraising items first, because this pays for the fundraising item and then credits your account. This results in lowering the total amount you will have to pay for fees.

# **Signature Page (Handbook)**

## **Email addresses**

**Please return this signed page to Mr. Seighman/Mr. Hirst  
See back for Medical Form**

Your signature below denotes that you have read, understand, and agree to abide by the rules, regulations, and policies of the Walker High School Band Handbook. **This page and the Medical Treatment/Travel Consent must be signed before the student will be allowed to perform/travel.**

Date: \_\_\_\_\_

Band Member Name: (Print) \_\_\_\_\_

Band Member Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Most band communication is via email, remind.com and Facebook.

List any email addresses that you want the band newsletter sent to. You may opt out of this later by emailing me. You may also email me and I will add you to the list.

---

Email address (for newsletter communication)

**Please also sign the consent for medical treatment/Travel Consent on the back of this form**

**WHS BAND – INFO and CONSENT FOR MEDICAL TREATMENT** Updated 5-9-17

Name (Last, First) \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Emergency Phone numbers:** Include home/cell/other:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell: \_\_\_\_\_

Home: \_\_\_\_\_ Live with? (circle) YES or NO

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Cell: \_\_\_\_\_

Home: \_\_\_\_\_ Live with? (circle) YES or NO

**Email (Parent/Guardian)** \_\_\_\_\_ **Email (Parent/Guardian)** \_\_\_\_\_

**Email (Student)** \_\_\_\_\_ **Email (Other)** \_\_\_\_\_

**List drug or food allergies and the reactions to them:**

Food or Drug	Reaction

**Medical Conditions:** (Asthma, diabetes, heart problems, wear contact lenses, etc...)

\_\_\_\_\_

\_\_\_\_\_

**Please list any medications** (with the dosages, how often they take it, etc... if known):

\_\_\_\_\_

\_\_\_\_\_

Any specific information that you feel is important to let us know about you so that care can be rendered safely and appropriately (claustrophobia, anxiety or panic attacks, etc...):

\_\_\_\_\_

\_\_\_\_\_

Doctor's Name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy #: \_\_\_\_\_

Preferred Hospital if situation permits: \_\_\_\_\_

**Permission to Travel:**

My child has permission in approved transportation to travel to all official WHS band activities as listed on the official calendar

**Medical Release:**

I hereby authorize a WHS representative:

1. To represent me before any medical institution where it may be necessary to send me while I am under their care.
2. To give, in my name, the necessary authorization for surgery in case of emergency, when medical authorities deem it indispensable.

**Signature of Parent/Guardian** \_\_\_\_\_

Date \_\_\_\_\_