Powhatan

High School

Guard Handbook 2016-2017

Table of Contents

[PHILOSOPHY](#h.gjdgxs) 4

[CODE OF CONDUCT](#h.30j0zll) 4

Social Media and Facebook 4

Behavior Conduct 5

Rehearsal Conduct 5

Uniform Conduct 5

[REHEARSALS](#h.1fob9te) 6

[Rehearsal Etiquette](#h.3znysh7) 7

[ATTENDANCE](#h.2et92p0) 8

[Additional Attendance Policies](#h.tyjcwt) 9

[Dismissal and Resignations](#h.3dy6vkm) 10

[UNIFORM PROCEDURES](#h.1t3h5sf) 11

[GUARD ROOM/UNIFORM STORGAGE](#h.4d34og8) 11

[EQUIPMENT, PROPS AND NOTEBOOKS](#h.2s8eyo1) 12

[AUDITIONS](#h.3rdcrjn) 12

[Audition Ineligibility](#h.26in1rg) 12

[PAYMENT OF FEES/DUES](#h.lnxbz9) 12

[FUNDRAISING](#h.35nkun2) 13

[ADDITIONAL EXPENDITURES](#h.1ksv4uv) 13

[TRANSPORTATION](#h.44sinio) 13

IMPORTANT CONTACT INFORMATION 14

[DIRECTOR’S INFO 14](#h.2jxsxqh)

CONTACT INFO 14

[WEBSITE INFO 14](#h.z337ya)

[PARENT SUPPORT AND RESPONSIBILITIES 15](#h.3j2qqm3)

[Parent/Staff Communication](#h.1y810tw) 15

[Communications Staff Expect From Members/Parents](#h.4i7ojhp) 15

[Appropriate Concerns to Discuss With Staff](#h.2xcytpi) 16

[Inappropriate Concerns to Discuss With Staff](#h.1ci93xb) 16

[Parent Concerns with a Staff Member](#h.3whwml4) 17

[CONFIRMATION OF STUDENT HANDBOOK 19](#h.2bn6wsx)

#

# PHILOSOPHY

The Powhatan Guard hopes to instill a strong sense of self-discipline, self-motivation, and an inner drive for excellence in everything we do. From our performance opportunities, we want guard members to gain the self-confidence to know there is nothing that they cannot achieve, no obstacle they cannot overcome, if they are willing to utilize all of their talents and work hard and long enough. Through their social relationships within the band, we want the guard to develop lifelong memories and friendships, which are bonded by the challenges they will face and overcome together. Most of all, we want them to be able to view guard as an experience that had a positive effect on their lives for years to come.

# CODE OF CONDUCT

All members of the guard are expected to adhere to the code of conduct set forth in the Powhatan High School Student handbook, Atlantic Indoor Association Rules and Regulations, and Winter Guard International Contest Rules. In addition, all members of the guard must adhere to the following conduct guidelines:

**ALL SOCIAL MEDIA PLATFORMS**

1. **ALL** students are recommended to have a Facebook account. The guard staff uses Facebook as a means of communication as it is a centralized way to provide immediate updates of time sensitive information. Parents are encouraged to have their child’s username and password to monitor their account. If, you the parent, do not feel comfortable with your child having a Facebook account the guard staff has a parent group page and will be sending out regularly scheduled emails.
2. The guard staff knows that students use many types of social media including Facebook, Twitter, Instagram, Snapchat, etc… Students are prohibited to post ANY status that could reflect negativity on themselves or the school. Including the following:
	1. Posting curse words in statuses, captions, or comments
	2. Posting photos or statuses that are suggestive or negative
	3. Posting statuses that could negatively impact the organization or school
	4. Posting any comments that could be misconstrued as negative or bullying
	5. Posting anything that is negative about the instructional staff
3. With social media comes responsibility. **ALL** guard members are ambassadors of not only the guard program but of Powhatan High School. It is a student’s duty to maintain their social media accounts with respect to others and their team. **ANY form of cyber bulling or lewd behavior will not be tolerated. The school has a ZERO TOLERANCE policy.** ***(An form of inappropriate social media and/or cyber bullying will result in DISMISSAL from the guard)***

**BEHAVIOR CONDUCT**

 **ALL** students are required to maintain the **HIGHEST** level of decorum during and outside of rehearsals. As a guard member what you say and do can affect others as well as the entire band organization. Any signs of bullying will not be tolerated. If any form of bullying is occurring, it is the member’s duty to contact the instructional staff **IMMEDIATELY**. Further action will be taken. ***(Please refer to Parent/Staff Communication, Social Media/Facebook, and Dismissals/Resignations)***

# REHEARSAL CONDUCT

All members of the ensemble will be taught and given specific details as to proper etiquette during basics block, sectionals and rehearsals. The staff member in charge of the specific rehearsal will define the etiquette. There are five basic rules that will always be in effect and will be strictly enforced during all rehearsals:

1. SHOW RESPECT FOR ALL INSTRUCTIONAL STAFF, STUDENT LEADERS AND TEAM MEMBERS
2. NO SWEARING
3. NO CHEWING GUM
4. NO OPEN DISPLAYS OF AFFECTION
5. REMAIN POSITIVE AND CONGENIAL ***(An excessive negative attitude will result in DISMISSAL from the rehearsal or guard)***

# UNIFORM CONDUCT

Please refer to the Uniform Procedures portion of this handbook for specific details on the care and maintenance of your uniform. The reason for these strict guidelines is simply because when we are in uniform we are representing not only ourselves, but also our school and county. Our conduct in the uniform is crucial to developing a strong sense of pride and uniformity in what we do. The following is a list of behaviors that are NOT acceptable while you are in uniform:

1. SWEARING, CHEWING GUM, OR OPEN DISPLAYS OF AFFECTION
2. SITTING (without a rain poncho or wind suit)
3. SPITTING
4. RUNNING
5. SCREAMING

Eating or drinking while in uniform is also prohibited unless approved by the director or staff. You must wear your warm-up suit or other Powhatan spirit gear when having anything other than water.

# REHEARSALS

* All students are required to **bring** **sneakers** to each rehearsal. There will be times that require us to move heavy equipment or to be outside during uncomfortable conditions (i.e. cold weather, light rain, snow, etc.), so it is your responsibility to be prepared for any possible weather conditions.
* **If any member isn’t properly dressed for rehearsal they will be asked to change. The dress code requires you to have:**
* Form fitting athletic wear
* Some form of Athletic Bra or Sports Bra
* Socks and Sneakers
* Guard Gloves
* Hair pulled back into a neat ponytail, braid, or bun
* Additionally, students should come prepared to **ALL** rehearsals with **WATER**. Ample breaks for water will be given throughout each rehearsal and it is the student’s responsibility to have this available to themselves during rehearsals. All water jug will be kept in the guard room and will be cleaned once a week to maintain personal hygiene standards. **EVERY STUDENT MUST HAVE A WATER JUG.**
* It is important to note that guard, by nature, is a physical activity. There is a great demand placed on a student to be able to spin and perform a complete show. It is the belief of the guard staff that there should be some proper conditioning on the part of the student, in order to facilitate a strong personal performance and to prevent injury. Calisthenics, stretching and running may be advocated and reinforced at rehearsals. Students are always encouraged to stretch and warm-up their bodies individually before rehearsing or performing as well as on their own outside of guard practice. **Much like band class, guard members will be required to maintain an exercise/practice log throughout the year in order to ensure ALL students are continuing to improve throughout the season.**
* As with any physical activity, injuries can and probably will affect a few students. Illness may also affect a student’s ability to rehearse and perform. A doctor’s note should always be obtained in the case of a physical injury. In this case of illness or injury, the proper attendance policies **MUST** be used to notify us of an absence.
* Members too sick or injured to practice or perform may remain in the guard until they can be added back into the drill or choreography.
* If a student falls ill or suffers a minor injury during a regular rehearsal, the student will be permitted to sit out for one rehearsal, and to take notes of that rehearsal. If the student is too ill, he or she may be permitted to go home by the director. If the student is not well by the next rehearsal or performance, it is requested the student stay home to get healthy and follow proper attendance procedures.
* Major illnesses or injuries should be reported immediately so that proper medical attention may be given.

# REHEARSAL ETIQUETTE

As we get into the rehearsals for the season, etiquette for various types of rehearsals will be clearly defined by the staff. It is expected that all members will adhere to the defined procedures. Failure to do so will affect your ability to remain on the team and/or result in dismissal from the performance group.

Examples of proper etiquette include:

1. Cell Phones Silent.
2. No talking or spinning during instruction
3. No sitting or lying down during practice. If you sit out of practice for an injury, you must see the school trainer, nurse, or call home.
4. Come prepared to rehearsal with water and snacks, but ask or wait for a break before exiting the rehearsal space for water and bathroom needs.
5. Show respect for all instructional staff, your teammates, and yourself.

Should a student demonstrate on a regular basis that he or she does not subscribe to the proper conduct at a rehearsal, the director reserves the right to evaluate the student’s performance, and to make a decision as to whether the student should perform in upcoming shows. The director also reserves the right to send such a student home from rehearsal and request a parent/student conference to determine future course of action.

It is the goal of the staff to provide a teaching atmosphere that is both positive and effective. Please take the time to understand the rehearsal etiquette and speak to the individual instructors about it on a personal basis.

#

# ATTENDANCE

**Attendance at all rehearsals and performances is MANDATORY for every guard member.** Each guard member plays a critical component in the visual package of the marching band show. Therefore, the director must approve all conflicts before they are considered excused.

Attendance will be taken at the beginning of each rehearsal. Students must be ready to start rehearsal 15 minutes before the actual practice time in order to be counted as “on time”. Tardiness will not be accepted unless the staff is notified at least a day before! The director must approve all conflicts before they are considered excused during the fall season. Please understand that an absence from the activity has a direct effect on the entire program. **In addition, if a member misses a rehearsal, he or she must learn what was missed outside of the normal practice hours by working with another team member!**

While we can never plan for illnesses, we must plan appointments and other business around the schedule. The following are explanations of the various types of absences:

1. **Excused absences:** These include, major family events (i.e. weddings), religious education classes and/or holidays, standardized tests (i.e. SATs), college visitations/placement exams and previously scheduled family business/vacation that cannot be changed. All notes should be emailed if the director is not available. Please include the specific reason as to why the student will be absent. Absences received the day of rehearsal will not be counted with the exception of an emergency. **Facebook posts or messages will not be accepted for general absences.**

\*\*\***All excused absences** for the PERFORMANCE SEASON must be submitted by May 31st, 2016 from your parents/guardians or ***submitted along with the member’s signed contract.\*\*\****

1. **Emergency excused absences:** These will be granted on a case-by-case basis. Such excuses include but are not limited to, illness or a death in the family. In this case, please notify the director **IMMEDIATELY** of the situation by phone and/or by e-mail, reference director’s Info Section in this handbook for specific phone numbers and email addresses.
2. **Illness:** If a student is absent from school due to illness, he/she will not be expected to attend rehearsal. **HOWEVER**, to be granted an excused absence a hand written note or email is still expected from the parent/guardian when the student returns to school. A doctor’s note is also expected with all illnesses especially in the case of any physical injury that will prevent the student from participating fully in the activity.
3. **Unexcused Absences- Rehearsals: More than 3 unexcused absences will result in dismissal from the guard.**
4. **Unexcused Absences- Performances: Will result in dismissal from the guard.**
5. **Lateness**: Students are expected to be “ready to rehearse” **15** minutes before rehearsal time. If you are going to be late to a rehearsal, please call or text a staff member or the director. Students who arrive late will be noted and there may be consequences. Excused lateness will be granted if a note or email with proper reasons is provided on the next school day. Notification **MUST** be given a day before or in the morning of the day you will be tardy. **Any notification given after 12pm (noon) will be considered late.**

## ADDITIONAL ATTENDANCE POLICIES

1. A student, who misses a rehearsal during the week of a performance, whether excused in advance or for illness, may or may not be allowed to perform in the show(s) that upcoming weekend. This rule is strictly to ensure the safety of your student and the safety of others on the field. The director and the appropriate staff member(s) will make a decision on the day of the performance in these situations. The student will still be required to attend the performance in full uniform in these situations.
2. Students who work are encouraged to provide their employer with a copy of the schedule in order to avoid conflicts. Additional copies of the schedule will be available for the student online. The staff is willing to work with members that are employed. **HOWEVER**, guard is a team sport and attendance from all members is very important. Students will not be excused from any performance to work. In an emergency, students may be excused from rehearsal to accommodate the conflict. In this circumstance, the director must be notified in advance in writing. Work is **NOT** an acceptable excuse for missing any performance.
3. Students are responsible for maintaining their grades and managing their time for homework. Students will not be excused from a rehearsal because of homework. Students are encouraged to bring homework for breaks or before rehearsals have started. Students are also encouraged to work on homework while at the competition site. Homework in **NOT** an acceptable excuse for missing any rehearsal. ***(Each student has at MINIMUM 20 hours a week to complete school assignments! Use your time wisely)***
4. **ALL students must attend the choreography camp and staging camp.** This is when we will be learning the majority of our show. Missing any part of this will set the team back in learning the show. The instructional staff must be notified if a guard member has any scheduling conflicts during this time **BEFORE** the current school year ends and summer rehearsals start. Missing any part of camp may or may not impact a member’s spot on the team.
5. Students are at **NO TIME** permitted to leave the school grounds once a rehearsal or report time has started without the permission of the director. If a student is leaving for an appointment or illness from a rehearsal they **MUST** notify the staff before they leave.
6. Above all else, communicate with the director about potential absences and emergency absences. If possible, also notify the appropriate staff member so that you are accounted for. Reference Director’s Info Section in this handbook for specific phone numbers and email addresses.
7. As directed by County policy, students must be present for half of the school day in order to participate in a rehearsal.
8. As directed by County policy, students must be present for a minimum or half of the school day on Friday in order to attend a Saturday performance. Exceptions are few but will be considered by the director and must be approved.

**Please note: Members too sick or injured to perform in shows may remain in the guard until they can be added back into the drill or choreography. However, a doctor’s note is required specifying the injury/illness and a treatment plan.**

##

## DISMISSAL AND RESIGNATIONS

1. If at any time during the season a member unexpectedly quits (without an acceptable reason), he or she will not be permitted to audition to be in the winter or color guard again for the **remainder of his or her high school career.**
2. If at any time a member is dismissed from the guard, he or she will not be permitted to audition to be in the color guard again for the **remainder of his or her high school career.**

#

# UNIFORM PROCEDURES

While you are in uniform, you are constantly being observed. Your personal appearance and your actions represent not only you, but also your band, school and community. The uniform assigned to you is a valuable asset to the band. You will be responsible for its care and maintenance. If something needs to be fixed or adjusted on your uniform, simply report it to the nearest staff member.

The desired goal is that the Powhatan Guard continues a tradition of excellence. The manner in which the band presents itself can leave either a positive or negative impression on its audience. The care of the uniform and the member’s behavior while wearing it, goes far toward creating pride and continuing tradition.

* The specific uniform will be determined by the guard staff, this will likely require you to purchase accessories for your uniform such as makeup or hair accessories. Please discuss monetary concerns with the guard staff and the director if a payment plan needs to be worked out.
* All portions of your uniform including undergarments should be kept clean. This includes regularly washing your uniform. Please do this at the discretion of the guard staff.
* Hair and makeup designs will be determined by the staff. All students must comply with the look to the best of his/her ability for the purpose of uniformity. Please follow the instructions of the guard staff to their exact specifications.
* A student in violation of any of the uniform procedures will not be permitted to perform until the situation is fixed.

YOUR UNIFORM IS A SYMBOL OF DIGNITY, PRESTIGE AND STATURE.

WEAR IT PROUDLY!

#

# GUARD ROOM/UNIFORM STORAGE

This room is to be used exclusively for the storage of guard equipment including flags, rifles and sabers. The guard room is NOT to be used as a changing room. **Students are expected to keep the guard room neat and clean at all times.** It is every member’s responsibility to ensure that equipment and uniforms are put away properly.

# EQUIPMENT, PROPS, AND DOTBOOKS

Various color guard equipment including flags, weapons, and props are issued to each student at the start of the fall season. Students are responsible for the maintenance of this equipment throughout the season. **You will be responsible for having a DOTBOOK and a pen/pencil with you at ALL REHEARSALS.** Following the conclusion of the season, the director will announce a return date for all equipment.

**Unless you are given express permission by the guard staff, you are not allowed to take home ANY piece of equipment after the season has ended.** ***(Failure to return school property will result in a fine added to your student account.)***

# AUDITIONS

Open Clinics will be held every year to prepare you for guard auditions. Based on your performance, you may be selected for a specific spot on the team or solo position.

##

## AUDITION INELIGIBILITY

* **A student may be placed on the ineligible list for an outstanding balance from the previous season.**
* A student may be placed on the ineligible list at the recommendation of the director and/or a staff member for contract violations occurring from the previous season (reference Dismissal and Resignations under the Attendance section).
* A student may be placed on the ineligible list because of infractions of the School Code of Conduct, AIA Rules and Regulations, and/or WGI Contest Rules.

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# PAYMENT OF FEES/DUES

Payment schedules will be listed on the season’s calendar. Reminders will be regularly sent out via email and/or on the Facebook group page. The Band asks that payments be made by check. Please make sure that your student’s name is written on the memo section of the check. **If you have a financial situation, please contact the Treasurer. We are willing to help, if possible.** It is understood that money is hard earned. Please never be embarrassed to talk to the director or staff member. *Your situation will be held in confidence.* Powhatan provides payment schedules for fall season participants. If there is ANY reason why a scheduled payment is going to be missed, the staff MUST be notified.

# FUNDRAISING

Fundraisers are planned throughout the year for activities such as dues, trips, and team wear. It is always to the student’s benefit to make a concerted effort to raise money for these activities. See Parent Support and Responsibilities for additional details.

# ADDITIONAL EXPENDITURES

At times, there will be the need for additional expenditures to be placed on the responsibility of the parents and students. These will include items such as body tights, unitards, and gloves. Other more personal uniform items such as undergarments are the responsibility of the individual students and parents to procure on their own.

***A mass order for*** ***unitards and/or body tights (color to be determined) will be placed at the beginning of the season.***

The guard staff will require each student to maintain a dot book in order to retain drill coordinates, equipment work, and any additional show information. Students should also bring a pencil to every rehearsal in order to take notes. This will be further defined by the staff as we go through the season.

Please budget accordingly when information and prices are announced. We are very sympathetic to households with tight budgets, but your needs must be communicated with the director so that a payment plan or some other alternative solution is reached.

#

# TRANSPORTATION

1. Transportation: Provided via school buses and/or charter bus for all competitions.
2. Departure times are set so that it does not interfere with the regular school day, unless absolutely necessary.
3. Expected return times should be provided by the accompanying staff prior to the trip. Please note that these times are estimates.
4. All members of the team are required to depart and return with their team. The director may establish a policy for a team member to return with his/her parents ONLY. Please discuss with the director prior to the event.

# IMPORTANT CONTACT INFORMATION

## DIRECTOR’S INFO

Please feel free to contact us at any point during the season to discuss any concerns or questions you may have. We personally believe that communication between parents, students and the directors is crucial to the success of the program.

Band Directors – Nick Snead

director@powhatanbands.com

(804) 986-4421

Guard Director – Tykeem Rainey

 tykeem.rainey@powhatan.k12.va.us

 (540) 287-1838

Guard Director – Gabrielle Vita

 (540) 848-1102

## OTHER CONTACT INFO

Guard Liaison – Mary Anne Huber

## WEBSITE INFO

Band website:

[www.powhatanbands.com](http://www.powhatanbands.com)

Band Facebook page:

 The Official Powhatan Marching Band

Colorguard website:

 [www.powhatanguard.weebly.com](http://www.powhatanguard.weebly.com)

Guard Facebook page:

 PHS Fall Guard 2015

# PARENT SUPPORT AND RESPONSIBILITIES

The participation of your student in this program will hopefully prove to be not only rewarding for your student but for you the parents and guardians as well. Please help us in establishing the proper attitude toward the guard program at home. Also, support what your child is doing by attending regular performances of the band and encouraging your son or daughter to practice at home.

The band booster organization is another great way to get involved with your child’s activity. Their purpose is to boost the overall band program through fundraising and other means of support so that our students can have the best experience possible in this activity. Please see a member of the Band Boosters Association for more information about meetings and membership. **Parents MUST come to the first band parent meeting of the year June 5th and at least one other meeting during the fall season.** Important information regarding parent volunteering will be announced at these meetings and all parents are expected to participate during the season! Additional information will be listed on the Facebook Page and given out during rehearsals to students to take home.

##

## PARENT/STAFF COMMUNICATION

Both parenting and instructing are extremely difficult roles. By establishing an understanding of each role, we are better able to accept the actions of each other and to work together to provide a great benefit to our students. When your child becomes a part of the Powhatan Guard, you have the right to understand the expectations placed on your child and on you as a parent. This begins with clear communication from the director and guard staff of the program. Our philosophy, expectations, procedures and policies are stated within this handbook. Additionally, parent meetings, handouts and emails will be utilized to communicate special equipment needs, rehearsal and performance schedules, selection process and participation while injured.

##

## Communications Staff Expect From Members/Parents

* Any concerns should first be expressed ***DIRECTLY*** to the staff member.
* Advance notification of ***ANY*** schedule conflicts
* Advance notification of illness and/or injury – when possible

It is the goal of everyone that each student in the program experiences the most rewarding and fulfilling moments of his or her high school lives. It is important to understand that there will also be times when things do not go the way you and your student wish. When this occurs, discussion with the staff is encouraged. It is the ***FIRST*** and the most integral step to understanding and to coming to a resolution.

##

## Appropriate Concerns to Discuss With Staff

* Treatment of ***YOUR*** student
* Ways to help ***YOUR*** student improve
* Concerns about ***YOUR*** student’s behavior

##

## Inappropriate Concerns to Discuss With Staff

* A Student’s “Spot” in the drill/show, or changes to existing “Spot” in the drill
* Assigned equipment
* Show design
* Other students
* **GUARD STAFF IS INSTRUCTED NOT TO DISCUSS THESE THINGS WITH ANY PARENT BY THE ADMINISTRATION**

**If you have a concern, here are the proper procedures and the order in which they should be followed:**

1. Call or email the guard staff member to set up an appointment
2. If a guard staff member cannot be reached, call or email the band director and ask to set up the meeting for you.

**DO NOT ATTEMPT TO CONFRONT A GUARD STAFF MEMBER BEFORE OR AFTER A CONTEST OR PRACTICE. THIS CAN BE AN EMOTIONAL TIME FOR BOTH PARENT AND STAFF. THIS IS AN UNACCEPTABLE FORM OF COMMUNICATION AND WILL BE DEALT WITH QUICKLY AND WITH AUTHORITY.**

1. If the meeting did not provide a satisfactory resolution:
* Call and set up an appointment with the Guard Director or the Band Director to discuss the situation.
* At this meeting the appropriate next step will be determined.

## Parent Concerns with a Staff Member

The Guard staff has been selected on their qualifications to do the job asked of them and share many years of “field” experience between them. If a concern is raised about a particular staff member, please contact the Guard Director FIRST as soon as possible before going to that staff member. Your cooperation with this is greatly appreciated.

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# CONFIRMATION OF STUDENT HANDBOOK

Please read through the contents of this handbook very carefully. Questions regarding any of this material should be directed to the Guard Director by email, reference the Director’s Info Section for email addresses. If there are no questions and you agree to abide by the contents of this handbook, please read and sign the statement below. All paperwork is to be returned no later than **May 31st, 2016**.

**Guard fees for the 2016 Fall Season are $375.** ALL Students must pay a NON-REFUNDABLE minimum $150 deposit and sign the 2016 Colorguard Pre-commitment form. Students who do not pay a deposit by the final due date (**June 2nd, 2016**) are not guaranteed a spot in the show.

**STUDENT STATEMENT**

I hereby certify that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the contents of this handbook. I recognize and fully understand the rules and regulations by which I may participate, and I am prepared to accept the consequences for any violation of them.

**PARENT/GUARDIAN STATEMENT**

I hereby certify that I have read and understand the contents of this handbook. I recognize and understand the rules and regulations by which my child may participate, and I acknowledge that he/she will have to face the consequences of violating the contents of this handbook.

I understand that fees for the Guard Season are set by Powhatan and can be made in a single payment or a payment schedule. The payment schedule will be posted. In the event that an alternate payment schedule is needed arrangements must be made with the treasurer/band director no later than **June 2nd.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**

***Please return this page signed by Ma 31st, 2016******in order for the student to continue their participation in the program.***

**Reminder:** Excused Absence dates/reasons must be submitted with this page (reference Attendance Section of handbook) on May 31st, 2016.