

# **LAKE BRANTLEY HIGH SCHOOL**

## **Band Handbook**



**A complete digest of all policies and procedures for the  
LAKE BRANTLEY HIGH SCHOOL BAND**

**[patriotband.org](http://patriotband.org)**

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## HANDBOOK CONTENTS

Foreword.....	3
Class Descriptions .....	4
Marching Band.....	4
Symphonic Band III.....	4
Symphonic Band II.....	4
Symphonic Band I.....	4
Jazz Band .....	5
Dance Team .....	5
Band Audition Requirements .....	5
Honors Band Course Requirements.....	5
Code of Conduct.....	5
Bus Rules .....	6
Band Leadership Duties .....	7-8
Attendance.....	9
Band Office Phone.....	10
LBHS Band Grading Policy.....	10
Academic Expectation/Eligibility .....	11
Charms .....	11
Band Website .....	11
Band Camp.....	11
LBHS Booster Organization.....	11
Fund Raising.....	12
Rehearsal Schedule and Performance Procedures.....	13
Rehearsal Schedule Times.....	14
Materials .....	14
Instrument Rental .....	14
Music Library .....	14
Use and Care of Music .....	15
Band Awards .....	15
Equipment.....	15
Equipment - Storage and Use .....	16
Care of Private and School-Owned Instruments.....	16
Band Uniform Information.....	16-17
Football Game Procedures.....	17-18
Student / Parent Agreement .....	19

## **FOREWORD**

The purpose of this handbook is to provide essential information about the Band program at Lake Brantley High School. To achieve and maintain the high standards of excellence desired by this organization, all members should familiarize themselves with the rules and procedures of the band that are included in this handbook.

## **MARCHING BAND**

The Marching Patriots are composed of members from the Symphonic Band I, Symphonic Band II, Symphonic Band III, Instrumental Techniques, and the Dance Team. The marching band is a musical unit organized to provide education and entertainment for football games, pep rallies, band festivals, parades and concerts. This group is an important part of the instrumental music education program at Lake Brantley High School.

Membership requires TOTAL DEDICATION, MAXIMUM EFFORT and COMPLETE INVOLVEMENT in all aspects of marching, playing and performance.

The Marching Band rehearses on Tuesdays and Thursdays from 3-5 p.m., during the marching season.

## **SYMPHONIC BAND III**

The Symphonic Band III is open to students with previous instruction in wind and percussion instruments. It consists of modern wind band instrumentation and provides instruction in common-practice period and twentieth century wind literature and transcriptions. The Symphonic Band III is a class that meets (for credit) throughout the entire year and performs several concerts and festivals each year. Private study is encouraged. After football season, one afternoon rehearsal per week is required.

## **SYMPHONIC BAND II**

The Symphonic Band II is a select group of individuals with specific instrumentation. Membership is by audition only. The repertoire of the ensemble is extensive. Private study is expected of members of the ensemble. The Symphonic Band is a class that meets (for credit) throughout the entire year and performs several concerts and festivals each year. After football season, one afternoon rehearsal per week is required.

## **SYMPHONIC BAND I**

The Symphonic Band I is a highly select group of individuals with select instrumentation. Membership is by audition only. The repertoire of the ensemble is extensive. Private study is expected of members of the ensemble. The Symphonic Band is a class that meets (for credit) throughout the entire year and performs several concerts and festivals each year. After football season, one afternoon rehearsal per week is required.

## **JAZZ BAND**

The Jazz Band is open to all members of the band program, by audition. Instruction in jazz idioms and literature of the twentieth century are studied. The Jazz Band is a class that meets during the second semester and performs several concerts and festivals each year.

### **Jazz Band Class**

The LB Jazz Band is a jazz class that meets during 2<sup>nd</sup> period. Each student should be registered for the class. This performance group does not require an audition, only acceptance from the director to participate in the class. This ensemble performs at Sweet Brantley Jazz, Jazz MPA, as well as other events throughout the year. After school rehearsals are not scheduled for this ensemble.

### **After School Jazz Band**

The Patriot Big Band is a jazz ensemble that meets after school once marching season has completed. Rehearsals will begin in November, typically on Thursdays and continue until the end of April. This ensemble performs at Sweet Brantley Jazz as well as other performances during the year. After school rehearsal is required once a week after marching season is complete.

## **DANCE TEAM (AUXILIARY)**

The Dance Team is open to membership by audition only. It is a class that meets (for credit) every day. The Dance Team is an integral part of the Marching Band and performs with us throughout the year. After the fall season ends, the Dance Team performs indoor routines to exhibit at concerts festivals around the state. The Dance Team is known as the Sparklers. They are part of the dance program at Lake Brantley High School.

## **BAND AUDITION REQUIREMENTS**

Each band member must demonstrate the music skills as listed by the director's Audition Requirements. This is for band and chair placement. The requirements for Symphonic I and II will be distributed each year at the end of April.

## **HONORS BAND COURSE REQUIREMENTS**

Band is offered as an honors credit for juniors and seniors that qualify AND are enrolled in a band class. In order to qualify for this credit, you must audition for All-State Band, audition for All-County Band, and participate in Solo & Ensemble Festival (all three) in the same academic year. See the band director for more details.

## **CODE OF CONDUCT**

All band students are responsible for the reading and adherence to the SEMINOLE COUNTY CODE OF STUDENT CONDUCT. Here are some straightforward rules about conduct in the Band Room and when representing our school as a member of the Band:

1. Loud, boisterous behavior is inappropriate in the Band Room. This type of behavior distracts from a positive learning environment and is never acceptable.
2. Gum, food or drinks will not be tolerated in the Band Room.
3. Be respectful of other peoples' property. If it is not yours, do not touch it.
4. Due to the amount of hard work and dedication band students put forth; being allowed in the band room is considered a privilege and not available to non-band students.
5. Remember the golden rule, "Always treat others as you want to be treated."
6. If there are any questions regarding these rules, please contact the band director for further clarification.

## **BUS RULES**

The following are rules and procedures that band students will follow when traveling with the band on a school or charter bus:

1. Use caution when approaching buses.
2. Pay attention to directions when you are released to go to the buses, both before and after the game.
3. Once you are on the bus, go directly to an available seat without disturbing other students and remain seated while the bus is moving.
4. Observe classroom conduct. Obey all instructions promptly and respectfully.
5. Use of profane language, tobacco, alcohol, drugs or any other controlled substance while with our band AT ANY TIME is prohibited.
6. Do not bring any electronic devices with you on the bus. This includes ipods, cell phones, gaming systems, etc. The band is not responsible for anything lost or stolen.
7. Do not eat or drink anything on the bus. Help keep the bus clean. The exception to this rule will be bottled water distributed by the band.
8. Remember that love is wonderful, but public displays of affection are not appropriate while with the band, at any time.
9. Remember that loud talking, laughing, or unnecessary confusion can momentarily distract the bus driver's attention and may result in a serious accident.
10. Keep your head, arms, legs, hands and all of your belongings inside the bus always.
11. Be courteous to all. Respect the rights of the other students and parents.
12. Remain seated until the bus stops for unloading. You will be released to leave the bus by the chaperones or bus captain. Loading Crew will always be dismissed first.

13. Do not touch the first aid equipment or fire extinguishers without the permission of the bus driver.
14. Use emergency doors for emergencies only.
15. Be dressed in **full** uniform as you exit the bus.

## **BAND LEADERSHIP DUTIES**

Band Leadership students are appointed by the band director. All band officer candidates must be an active member in the band for one school year, maintain an overall weighted GPA of 3.5. All final selections are the decision band director. Any officer not fulfilling their duties will be replaced. The band captain must be a senior band member, but all other officer and staff positions may be sophomores, juniors or seniors. Band officer and staff duties are as follows:

### **Band Captain**

- The “Leader of leaders”
- To assist the band director in administering band member inspections.
- To assume the role as the band student leader
- Has thorough knowledge of all stationary and moving commands
- Will serve as a positive role model for the band, school and community

### **Drum Majors**

- To lead of the band in the absence of the band director
- To assist the band director in administering band member inspections.
- To conduct the band in all marching band rehearsals and performances
- To assume the role as the band student leader
- To take charge of all responsibilities of the band captain in her/his absence
- Has thorough knowledge of all stationary and moving commands
- Will serve as a positive role model for the band, school and community

### **Field Commanders**

- To assist the section leaders with all responsibilities for their specific section within the band
- To assist with rehearsal of marching fundamentals in small squads
- Serves as the designee for helping those students who are behind with marching skills
- To assist with stretches and stretching fundamentals during outside marching practices
- To assist individual members within their section(s)
- Has thorough knowledge of all stationary and moving commands
- Assists with educating leaders how to properly read drill charts
- Will serve as a positive role model for the band, school and community



**Drill Sergeants**

- To serve as a specific liaison between the dance team and the marching band, teaching drill where necessary and appropriate
- To assist the section leaders with all responsibilities for their specific section within the band
- To assist with rehearsal of marching fundamentals in small squads
- To assist individual members within their section(s)
- Has thorough knowledge of all stationary and moving commands
- Will serve as a positive role model for the band, school and community

**Section Leaders**

- To assume all responsibilities for their specific section within the band
- To take roll of your section at each rehearsal and performance
- To assist with rehearsal of music and/or marching fundamentals
- To assist the librarian in distribution of music for their section
- To assist the band director and drum majors during band inspections
- To assist individual members within their section(s)
- Will serve as a positive role model for the band, school and community

**Librarians**

- To be responsible for distributing, copying, filing, inventory and upkeep for all music in the band library
- To maintain accurate files according to the filing system established by the band director
- To inform the band director of music loss or damage
- Will serve as a positive role model for the band, school and community

**Loading Crew Captains**

- To be responsible for all equipment in storage in the band room
- To maintain a neat and orderly work area within the band room storage areas
- To run an organized system with the loading crew for loading equipment on the truck for away performances
- To promote good spirit and unity amongst the members of the loading crew
- Will serve as a positive role model for the band, school and community

**Rehearsal Facilitator**

- Will carry out specific duties for each rehearsal assigned by the director
- Will serve as a positive role model for the band, school and community

## **ATTENDANCE**

All members are expected to attend all rehearsals and performances. Since band is a performance - based class, rehearsals and performances are an integral part of the curriculum, and naturally part of the grading process.

### **Excused Absence from Rehearsal**

Except in cases of extreme emergency or illness, band members will not be excused from after school rehearsals. In case of illness, students are asked to call the band office (407-746-3460) as early as possible so that substitutions or replacements can be made. It is imperative that your music be on hand for the rehearsal or performance. A written excuse from the parent or guardian is due within two days of the absence or the absence will be considered unexcused. Appointments or personal problems will be reviewed by the director on an individual basis. Do your best to try to make appointments on days when there are no rehearsals. Check your calendar. Requests for an excused absence should be submitted five days prior to the intended absence. Two or more absences may result in that individual being placed on alternate status.

### **Unexcused Absence from Rehearsal**

A student receiving an unexcused absence from rehearsal will receive a zero for that rehearsal grade. An unexcused absence may result in the student being placed on alternate status.

### **Tardy to Rehearsal or Performance**

Attendance will always be taken at the beginning of all rehearsals. If a student is late three times, it will count as one unexcused absence. Any person arriving late for a performance will receive a double tardy.

### **Absence from Performance**

Performances are essential to the success of the band. Even one student being absent can turn a potentially fine performance into a mediocre event. Absences must be approved by the director in advance. Any absence that is not brought to the director's attention for approval prior to the performance will be considered unexcused. Unexcused absences from a performance will result in the lowering of one letter grade.

### **Absence Excuses**

At no time will a student be excused from rehearsal or performance without advanced notice. As a co-curricular performance-oriented activity, attendance is required for rehearsals and performances beyond regular school hours.

## BAND OFFICE PHONE

The Band room phone number is 407-746-3460. Students are only allowed to use the phone with the director's approval.

## LAKE BRANTLEY HIGH SCHOOL GRADING POLICY

Class participation	20%
Individual testing	20%
Rehearsals	25%
Performances	35%

### Individual Test Grades

Every student enrolled in a band class at Lake Brantley High School will be required to perform some sort of playing test during each semester. These tests will range from scales and sight-reading to memorization tests for marching band music and demonstration of drill count sequences. Students will be assigned a letter grade for playing tests.

### Class Participation

Every student will have the opportunity to earn points for each day of class. Students who are on time to class, have their materials and instrument, remain on task and refrain from classroom disruption will be awarded the full points. At the discretion of the director, points will be withheld from students who are not on time to class, disruptive and/or not on task.

**Students who use cell phones inappropriately, chew gum, eat, or drink during class will have points withheld.** These points are added to the class participation grade. Students who display questionable behavior while in the care of a substitute teacher will be given no points for the day(s) in question. All points will be totaled at the end of each 9 weeks to result in a grade of 0 to 100.

### Written Assignments Will Be Graded as Follows:

Written assignments will be included in the Individual testing part of the grade. This written and individual testing grades will count for 25% of the total grade.

## ACADEMIC EXPECTATIONS/ELIGIBILITY

Rules for eligibility in all band functions are set forth by the Florida Legislature. All students must maintain a 2.0 weighted GPA. These are minimum requirements and most students will exceed them with ease, however it is important to remember that one ineligible student can lower the performance level of the band by their absence. The director will check student grades each marking period to determine eligibility.

## CHARMS

The LBHS Band uses a web database called Charms to house all information for students and parents. The website is [www.charmsoffice.com](http://www.charmsoffice.com). The school code for every parent and student is **patriotband**. To complete the login, you will need a one-time password that has been created by the band director in order to access your account. When you access your account for the very first time, you will need to create a new password, one that you will ALWAYS remember.

This Charms account will allow students and parents access to the band calendar, forms, handouts, personal info, financial statements, inventory, and much more.

## BAND WEBSITE

The band website is [www.patriotband.org](http://www.patriotband.org). Much like Charms, this website will provide up to date information for the Patriot Band, including the band calendar, necessary forms and handouts, and other important features.

## BAND CAMP

Summer rehearsals are required unless the director is notified in advance of the absence. Any unique situations should be discussed with the director. Band camp will involve one week where students will prepare the half-time/festival show that year. It will normally take place one or two weeks before students come back to school. However, due to our school calendar, dates on a year-to-year basis may change. Costs for band camp will be printed and sent out to all students. The band does have a scholarship fund for those students in need of financial assistance. Attendance at band camp is mandatory for every student. This is the most important function of the marching band and requires 100% attendance. If a student does not attend camp, he/she may be placed on alternate status.

## **LAKE BRANTLEY HIGH BAND BOOSTER ORGANIZATION**

All parents and interested adults are invited to become a member of the Band Boosters. If we are to become an integral part of the community, we must have parent and community support. This is our parent's opportunity to become directly involved with their student's high school career. Regular meetings are scheduled. Please join and support your students.

### **FUNDRAISING**

One of the most important functions of the Lake Brantley High Band Boosters is to supplement this ever-decreasing school funding with the purchase of needed instruments, supplies and services necessary to allow the band to grow and perform at an ever-increasing higher level. The only way to make this possible is through fundraising. All band students are expected to participate in these projects. Parents, we need your help as well. Please join our Band Booster Organization. Every year the Florida legislature and State Department continue to cut funding for education in our state. This in turn forces our local school system to cut back on vital funding in all areas, but probably most in the area of arts.

## REHEARSAL SCHEDULE

### Rehearsal/Performance Procedures

All Band Members Should:

1. Read the weekly info sheet and white boards.
2. Keep food, drinks, gum, etc. out of the band room.
3. Store instruments properly in the storage room. **Keep your lockers locked!**
4. Use the instrument storage room for the storage of private and school-owned instruments. This is not a social area. Pick-up or retrieve your instrument and leave.
5. Have ALL necessary materials for class, rehearsals and performances. Everyone needs to bring a pencil to each rehearsal.
6. Be early to class, rehearsals and performances. Attendance will be taken one minute after the tardy bell. You are tardy if you are not in your seat ready to play.
7. Do not cause disruptions during class, rehearsals and performances.
8. Do not talk while the band director, or designate, is on the podium or while instruction or information is being given.
9. Do not tamper with any item in the band room unless it is yours. Remember, all equipment (unless privately owned) is the property of Lake Brantley High School, the Band Booster-parent Association and the Seminole County School Board.
10. **Do not bring non-band members into the band room.**
11. Posture is of the utmost importance. Students should avoid crossed legs or ankles and slumping when seated in chairs. **DO NOT LEAN BACK ON YOUR CHAIR!! DO NOT LEAN ON MUSIC STANDS!!**
12. Music folders, instruments, and equipment should be kept in their proper storage places when not in use. Music and folders should not be left on the music stands.
13. Books and personal items should not be left in the rehearsal room, ensemble room, or in instrument lockers.
14. All trash should be thrown in the waste container.
15. Students may not bring books, personal belongings, or study materials to their seats. - Loud talking, shouting, or horseplay is not allowed in the music suite. **THE LESS DISTRACTIONS, THE MORE WE CAN ACCOMPLISH.**

## REHEARSAL SCHEDULE TIMES

Marching Band . - (August 6 – October 24)

Tuesday - 3:00 - 5:00 pm

Thursday - 3:00 - 5:00 pm

### **All Symphonic Band Rehearsals and Sectionals**

Symphonic Band I, II, and III will all be required to participate in after school rehearsals and sectionals. **One day of the week for each band** will be announced once school starts in August. These rehearsals will begin once marching season is complete and will run until the end of April.

## MATERIALS

1. Students must provide their own instruments (some school instruments are available).
2. Students are required to have all necessary accessories during rehearsals including but not limited to three good reeds, mutes, valve oil, etc.
3. Students will use available books and music from the school, or the director may designate materials that the student can acquire at local music stores.
4. Pencil, paper and a notebook are required for all classes and rehearsals.
5. A music stand, metronome, and a personal tuner are desired accessories for successful home practice.

## INSTRUMENTAL RENTAL

The school has a good number of larger band instruments available for instrumental usage. These instruments include tubas, sousaphones, baritones, euphoniums, French horns, mellophones, bassoons, bass clarinets, baritone sax, tenor saxophones, and percussion. These instruments are available for a \$100.00 instrument usage fee per year. Checks should be made out to Lake Brantley Band Boosters (or LBBB) and a contract must be filled out and signed in the band office. Students using these instruments are fiscally responsible for repairs and replacements costs beyond the usage agreement amount.

## MUSIC LIBRARY

Students are not permitted to be in the music library unless they need assistance from a librarian. Music is to be distributed by the librarian, section leaders or their associates.

Lost music charges include:

- a. Marching \$.50
- b. Concert/Jazz/Solo Ensemble \$2.00

## USE AND CARE OF MUSIC

Do not fold, tear, or otherwise mutilate music. Absence from school does not relieve students of the responsibility to have their music at rehearsal or performance.

Do not make excessive marks on music -- ALWAYS USE PENCIL. NEVER INK! Students will be charged for music that is lost or not cared for properly. Concert folders will be assigned to instrumentation and parts. Parts will be assigned by the director. Students needing a music part should fill out a music request form and place it in the librarians' box in the band room.

## BAND AWARDS

At the end of April each year, the Lake Brantley Band hosts its annual Band Awards. This is typically held in the Cynthia Berry-Ted Douce Performing Arts Center at Lake Brantley. All students are recognized for their hard work in band during the school year. Attendance is greatly encouraged!

## EQUIPMENT

- School owned instruments will be issued by the band director with the LEASE CONTRACT and necessary assessment fees.
- No equipment is to be used by person(s) other than the band member to whom it is assigned.
- There will be NO LOITERING in the equipment areas.

## EQUIPMENT & INSTRUMENT STORAGE

Naturally, we cannot be responsible for your instrument...that is your job! It is strongly recommended that you keep your instrument or other large instruments in the instrument storage room. Measures will be taken to protect it from harm. Do not use the instrument room for practicing, chatting, or gathering.

## CARE OF PRIVATE AND SCHOOL OWNED INSTRUMENTS

If you own and are using your own instrument, you are advised to take care of it in an extremely conscientious manner. Achieving maturity is an important part of your education and it is going to be handled as such in this program. You will be expected to handle your instrument in the correct manner and do periodic maintenance and cleaning, especially during marching season. This includes replacing pads, missing parts and soldering broken joints. **AT NO TIME** is your instrument to be handled or played by any other person in this band without your permission.



The above guidelines shall apply to all school-owned instruments as well. These instruments are being loaned to you by the county and are not your property. Therefore, a proper and mature treatment will be enforced at ALL times. You are the **ONLY** person who is to use your equipment at any time unless cleared by the band director. Violators will be dealt with individually. Percussion equipment and drumsticks **ARE NO** exceptions.

The larger, more expensive instruments are provided by the. All school-owned instruments will be assigned to one person that will accept **FULL** responsibility for that instrument. The instrument will be given out in good condition and must be returned in the same. It is the financial responsibility of the individual to maintain the instrument in proper working condition.

## **BAND UNIFORM INFORMATION**

1. Band uniforms are owned and maintained by **LAKE BRANTLEY HIGH SCHOOL** and the **LAKE BRANTLEY BAND BOOSTERS**.
2. The **UNIFORM COMMITTEE** will issue uniforms to band members and will be responsible for their storage.
3. When in public, you must be in full uniform, from head to toe, **AT ALL TIMES**. Shoes are to be polished before every performance. If hair reaches the collar, then it **MUST** be tucked up inside the hat. Uniform guidelines include:
  - Clean shaven face (gentlemen)
  - NO jewelry, make-up on girls may only be natural colors.
  - Neatly groomed hair. Hair must be worn tucked up into the hat. No hair can touch the collar.
  - Good personal hygiene. No nail polish.
  - All hair color must be natural color!! No loud hair colors will be allowed in uniform.
4. Memorize your uniform numbers. Do NOT put your name on any uniform item! Do not put tape on any uniform item.
5. Uniforms will be assigned for one school year.
6. Each band member is expected to return her/his uniform at the end of the year on time, in good condition, properly placed on hangers, etc., and is responsible for any repairs due to poor management.
7. Each band member is responsible to acquire the following items for her/his uniform:
  - Black lace-up marching shoes
  - White gloves (except percussion)
  - Tall white socks for marching season and tall black socks/stockings for concert season
  - Band T-shirt for marching season
  - Black long sleeve tux shirt for concert season
  - Black tuxedo pants for concert season
  - All items may be purchased through the Band Boosters.
8. NO uniform alterations will be made without the permission of the

- BAND DIRECTOR and the UNIFORM CHAIRPERSON
9. Uniform inspections will take place prior to performances.

## FOOTBALL GAME PROCEDURES

1. Arrive at the field on buses. Loading Crew will dismiss from the bus first. They will begin unloading the equipment truck.
2. Students will then unload buses and get their own equipment.
3. Form in block formation next to buses for march-in.
4. March into the stadium, REMAIN STANDING until drum major or the director seats you.
5. REMAIN IN FULL UNIFORM during entire game unless told by the band director to do otherwise.
6. Behave as responsible and respectable members of the LBHSBAND. Use of profanity while in uniform and with the band is not appropriate at any time.
7. Always pay attention to the Band Director, Drum Major, and the Section Leaders for music selection, general instructions, etc.
8. After half time, THIRD QUARTER is usually free for getting cold drinks, food and using the restrooms. Any students that were unexcused tardy to the dress rehearsal will lose this privilege. You may also lose this privilege for other game day infractions.
9. There will be a specific food and drink list distributed at the beginning of each marching season. This will inform you of the items that you will be allowed to purchase and consume from the concession stand during third quarter break. Because of the nature of our band uniform, you will not be allowed to purchase and consume ALL menu items.
10. DO NOT go to the other side of the field/stadium without authorized permission.
11. You must be in your seat ready to play at the END of the THIRD QUARTER.
12. No food or drinks will be allowed in the band stands at ANY time. Bottled water is the only exception.
13. Make sure your equipment is secured before going to break. Do not leave instruments where they can be damaged.
14. Do not walk on seats, use the aisles.
15. When playing in the stands, everyone must always watch the conductors in case cutoffs are necessary.
16. After the game, we will march in cadence to the buses, reload the buses and the truck. You are responsible for making sure your instrument gets placed on the truck.
17. After loading is completed, roll will be called on the buses. It will be 100% quiet when roll is taken.
18. Cell Phones will stay locked up in your locker or left in the band office locked up. **No cell phones will be in your possession for any home or away game.**

## STUDENT/PARENT AGREEMENT

I have read and understand all rules, regulations and guidelines in this HANDBOOK and will comply in order to keep my membership in the Lake Brantley High School Band. I understand that these guidelines will be handled at the DIRECTOR'S discretion and that the DIRECTOR has the final approval in all situations.

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Date

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Student Signature

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Date

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Parent's/ Guardian Signature