

OWEN J. ROBERTS SENIOR HIGH SCHOOL

*Wildcat*

**MARCHING UNIT**

MEMBER HANDBOOK

**2019/2020 SCHOOL YEAR**

*[www.ojrhsband.com](http://www.ojrhsband.com)*

## TABLE OF CONTENTS

1. INTRODUCTION	Page 3
2. OVERVIEW OF THE ORGANIZATION	Page 4
3. ATTENDANCE AT REHEARSALS AND PERFORMANCES	Page 5
4. UNIFORM CARE AND MAINTENANCE	Page 6,7
5. ATTITUDE AND BEHAVIOR	Page 8
6. INSTRUMENT AND EQUIPMENT CARE	Page 9
7. FUNDRAISING / SPRING TRIPS	Page 10
8. OFFICERS / SECTION LEADERS / CHAPERONES / ELIGIBILITY	Page 10, 11
9. DISCIPLINARY PROCEDURES	Page 12
10. FALL CALENDAR	Page 13 - 17
11. CONTRACT	Page 18
12. MEDICAL FORMS	Page 19 - 21
13. ABSENCE REQUEST FORM	Page 22



# OWEN J. ROBERTS "WILDCAT" BANDS

*Todd R. Mengel, Director*

---

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

August 1, 2019

Dear Students, Parents/Guardians, Staff, and Friends:

Greetings and welcome to another exciting year for the OJR "Wildcat" Marching Unit! This handbook will serve as a reference and a guide explaining what the OJR band is all about and is meant to familiarize you with some of our operating procedures, rules of membership, and other expectations.

Please review this handbook carefully and sign and return the contract on page 18 by August 5<sup>th</sup>. (You will not be permitted to attend our first football game unless I have a signed contract in my possession.) **Please take special note of our attendance policy which is outlined on page 5.** Along with the contract, you need to complete and return the "field trip & medical authorization form" on page 19&20. This form will be kept on file throughout the season and taken with us each time we travel in the event of a medical problem.

Of course, you can contact me anytime with any questions. My school phone number is: 610-469-5349, my e-mail address is: [tmengel@ojrsd.com](mailto:tmengel@ojrsd.com), and our band website address is: [www.ojrhsband.com](http://www.ojrhsband.com).

Thank you for being a part of the 2019/2020 "Wildcat" Marching unit. With the help and cooperation of everyone involved, we'll make this season the best one yet.

Musically Yours,

Todd R. Mengel

## OVERVIEW OF THE ORGANIZATION

The “Wildcat” Marching Unit is comprised of the band and colorguard and is open to all students who attend Owen J. Roberts High School. The marching unit is actually part of the school course entitled “Concert/Marching Band” and attendance at the band’s practices & performances constitute part of a band member’s quarterly grade for this course. (Colorguard members are not graded.)

The marching unit season is from August through November each year, with occasional trips or other performances at various times throughout the school year. Activities include performances at all Owen J. Roberts Football Games (both home and away), participation in several band caledades (some Saturday evenings), and participation in several area parades. (Please see the 2019 Fall Band Calendar at the back of this handbook for a more detailed schedule of our activities.)

The marching unit rehearses regularly throughout the season. A two-week mandatory band camp occurs in August each summer before the start of the school year. When school begins in September, the marching unit rehearses every **Tuesday evening from 5:30pm to 8:30pm** along with several rotating after-school music rehearsals on **Thursdays from 2:30pm to 3:30pm** until the end of the season. Rehearsals can also be expected for several hours on Saturday afternoons before a band calcade. Colorguard and Drumline members will also have separate practice schedules at the discretion of their instructors and may begin earlier in the summer.

The marching unit is managed by a staff of dedicated professionals in their field, many of whom volunteer their time for this activity. The group is also supported by the Owen J. Roberts School District and by the Music Parent Organization Band Chapter.

Membership in the marching unit is open to any student regardless of their musical background who has a responsible, hard-working attitude and who fully understands the commitment he/she is making. Each and every member is important to the group and will participate 100% of the time. (We have no second string players in band, everyone is a starter!) Once a commitment is made to the band director and/or one of the instructors to be a member of the marching unit, it is expected that the individual will follow through with that commitment and finish the season.

The goals of the program are for each student to improve his or her own musical and creative skills through teamwork and dedication to the organization. Leadership opportunities such as drum major, section leader, and captain are also available within the marching unit and all students are encouraged to audition for these positions. By the time each student graduates from Owen J. Roberts High School it is the hope of the band director and the staff that the student will have had a memorable, educational, and enjoyable experience as a part of the marching unit.

## **ATTENDANCE AT REHEARSALS AND PERFORMANCES AND ARRIVING ON TIME TO BAND EVENTS**

You are expected to be at all practices and performances of the marching unit. Fall band schedules are posted and distributed to all members early in the spring each year so that you can make plans accordingly. It is realized, however, that things come up from time to time which necessitate your need to be excused. Therefore, the following policy will apply to every member of the marching band:

**ABSENCE REQUEST** - Marching Band Members may request an absence by submitting an **absence request form** two weeks or more in advance. Absence Request forms may be found in the band room outside the director's office, on the band website under 'Forms', or at the back of this handbook. The forms must be signed by both student and parent. The request will be reviewed by the band director and approved or not approved. In a case where there is an illness or other family emergency and you can't submit a form ahead of time, then an absence form should be turned in at the next rehearsal or the absence will be deemed "unexcused".

• **EXCUSED ABSENCES:** (These absences carry no consequences)

*The following are VALID reasons for missing a rehearsal or performance:*

- Illness
- Medical Emergency
- Major Life Events (weddings, etc.)
- Religious Observations
- Other Family Emergencies

• **UNEXCUSED ABSENCES:** (Unexcused absences will carry the consequences outlined below at the discretion of the band director and staff.)

- 1<sup>st</sup> Absence: Loss of 3<sup>rd</sup> quarter privilege at football game and/or removal from next scheduled performance (for safety reasons)
- 2<sup>nd</sup> Absence: Loss of 3<sup>rd</sup> quarter privilege at football game and/or removal from next scheduled performance and parent conference
- 3<sup>rd</sup> Absence: Loss of 3<sup>rd</sup> quarter privilege at football game and/or removal (or more) from next scheduled performance and possible removal from the marching band.

*The following are NOT VALID reasons for missing a rehearsal or performance and will be considered Unexcused:*

- Work/Employment
- Homework/Studying
- Forgetting About Practice
- Don't Have a Ride\*
- Concert Tickets
- Other?

\* It is your responsibility to try and make arrangements to find a ride to practice. We have a large band with many very helpful families, and there is a good chance that someone lives close to you who wouldn't mind giving you a ride to band when needed. If you need assistance finding someone who may live close to you, please see Mr. Mengel and he will help identify other band members who live in your vicinity.

**ARRIVING LATE TO A BAND EVENT:** All band members are expected to be on time for each band event. Practices begin at designated times - those times are not "report" times, they are practice "start" times. Band members should plan to arrive before the start of any event so that they have time to get their instruments out, warm-up, etc. **Band members arriving late to a band event must provide a written excuse from a parent/guardian which must be turned in to either the director or another staff member (NOT your section leader).** Band members arriving late to band events repeatedly without a legitimate excuse will be subject to the same consequences listed above for Unexcused Absences.

## UNIFORM CARE AND MAINTENANCE

### PHILOSOPHY:

Your uniform is the symbol of the Owen J. Roberts “Wildcat” Marching Unit and should be worn with pride and treated with respect at all times. The image of our band is directly represented by the uniform, and each member of the band is expected to maintain a clean, well taken care of uniform.

### POLICY AND PROCEDURES:

Band members are fitted for their band uniform each year during band camp. The band uniform is supplied by the school (except shoes, t-shirts, and gloves) with the understanding that it will be cleaned, well-maintained, and in good repair at all times. A condition of marching unit membership is agreeing to have your uniform cleaned regularly. Parents are requested to help in this regard by making sure that uniforms come home after each event and are in good shape for the next event.

The band uniform consists of the jacket top, black pants, hat, plume, gloves, wrist gauntlets, black shoes, and black socks.

A uniform inspection will take place before each performance. The uniform must be complete and must be neatly pressed and clean. Particular attention will be given to the pants and shoes. **Any member who does not pass the uniform inspection will not be permitted to perform for that event.** Disciplinary procedures outlined on page 12 may also apply.

Uniforms are to be taken home after every event and either hung up neatly (if clean) or taken to the cleaners. Uniforms are not to be left at school, or stored in cars or trunks throughout the week. Uniform jackets may be taken off after performances providing that the marching unit T-shirt is worn underneath. (Jackets in this case must be left on the bleachers in an area where they will remain clean and not be stepped on.) Uniform pants must be kept on at all times and straps kept over the shoulders. Be careful not to let the bottom of your pants drag on the ground and get dirty. Personal hats can be worn in the stands, but must be removed upon exiting the stands. Additional rules and guidelines concerning the uniforms may apply and will be communicated by the band director throughout the season. Failure to adhere to any of the above guidelines will result in disciplinary procedures being followed. (Outlined on page 12).

**COLORGUARD COSTUMES:** *(Colorguard uniforms/costumes may change each year and are subject to a different set of guidelines. For more specific information on colorguard uniforms, please contact one of the guard instructors.)*

## How To Care For Your Band Uniform

Your band uniform consists of a red band jacket, black pants, band hat, black shoes, black socks, white gloves and a raincoat.

Your red jacket and black pants should be **dry-cleaned only**. This should be done as needed depending on wrinkles, sweat, number of wearings etc. Your uniform should be crisp and clean before every performance. After finishing a performance, you should hang your jacket and pants on **separate** hangers and let them air out for several hours. Inside the collar of the jacket is a snap-in neck band. This is the **only** part of the uniform, along with the gloves, that should be machine washed. It is important to wash it with Spray & Wash to remove the sweat & oils from the neckband. Dry-cleaning does not clean this part of the uniform properly.

Your band hat should be cleaned with 409 or Fantastik and a soft cloth. This should be done on the vinyl areas (inside & out). Your black shoes should be wiped clean with a damp cloth.

The overall image of the band unit is dependent on **each** individual's appearance. Please do your part!

## ATTITUDE AND BEHAVIOR

### **PHILOSOPHY:**

Membership in the Owen J. Roberts “Wildcat” Marching Unit is a privilege, not a right, and your attitude and behavior should always reflect the best interests of the band, the school, and the director. *COMMON SENSE* and *COURTESY* should govern all of your actions when involved with the marching unit.

### **GENERAL RULES AND REGULATIONS:**

1. Conduct yourself in a mature, responsible fashion.
2. All members must stay with the unit at all times. If you need to use the restroom or go anywhere else during a performance, you must be accompanied by a chaperone.
3. **THERE IS ABSOLUTELY NO TALKING WHILE AT ATTENTION, EVER!!!**
4. No food or drinks (except water) are allowed in the stands at football games. This includes candy, drinks, etc. (Exceptions to this are sometimes made, but only at the discretion of the band director or assistant director.)
5. During football games you are given the third quarter to get something to eat, drink, use the restroom, socialize, etc. You **MUST** be back in the stands with your instruments by the beginning of the fourth quarter. Failure to make it back in time will result in your loss of this privilege during the next game.
6. Stand music will be played at football games at the appropriate times. (Whenever the opposing team has the ball.) You are to play only when instructed to by the director and/or one of the drum majors. No random playing please, this is very annoying.
7. **WHENEVER ANY INSTRUCTOR IS TALKING, YOU ARE LISTENING!!!**
8. Rehearse maturely: talk only during breaks, improve your listening skills, and utilize our rehearsal time efficiently.

### **BUS RIDES:**

A large portion of our time will be spent being transported to events. At the beginning of the season, all members are required to have a completed field trip authorization form on file before the first away trip. The form also includes medical information in the event of an emergency. The form is good all season long and will be taken with us everywhere we go.

Bus trips will be just as enjoyable as you allow them to be without getting out of hand. Some common sense rules include: Always stay seated while the bus is in motion (even if it's going really slow), never switch seats during the ride, respect others around you, throw away all trash and clean up after yourselves, close all windows when we're home, etc. Also, yelling, cheering, singing of songs, etc. on the buses will be under the constant monitoring of the band director and/or chaperones. Any song or cheer with questionable lyrics and/or references to inappropriate material will not be permitted to be sung. Failure to adhere to the above rules will result in disciplinary procedures being followed.

## INSTRUMENT AND EQUIPMENT CARE

### PHILOSOPHY:

Your instrument and/or your equipment (colorguard) is the sole basis for your performance. Instruments and equipment should be treated with respect and maturity at all times. The care of your instrument and/or equipment is a direct reflection on you and on the marching unit as a whole.

### POLICY / RULES & REGULATIONS:

1. Never use/touch anyone else's instrument or equipment – HAND'S OFF!!!
2. Take care of your own equipment and keep it in good working order.
3. If you have a problem with your instrument, see Mr. Mengel or one of the instructors at the appropriate time, **not during a drill run through** – we'll deal with it later.
4. Take pride in your instrument and have it shined up / polished for each performance. This helps to make our band look sharp!!!
5. All instruments and colorguard equipment must be put away in the proper locations after each rehearsal and after every performance. You are responsible for your own equipment.
6. **You are responsible to make sure that your equipment is packed on the bus or trailer before we leave for an event – don't just assume that someone else did it for you.**
7. **ALL OF YOU ARE ASKED TO HELP UNLOAD TRAILERS AND BUSES WHEN WE RETURN FROM EVENTS AND THEN TO STORE YOUR EQUIPMENT AWAY NEATLY FOR THE NEXT REHEARSAL.**
8. Instruments and/or equipment should NEVER be left outside or laying on the floor.
9. Drum cases and instrument cases should be laid out in an organized fashion during rehearsals and performances. This all contributes to our "polished" image and our professionalism.
10. Be careful with your instruments and equipment in the stands at football games. Whenever you leave the stands for any reason, your instrument should be placed in its case and the case closed.

## FUNDRAISING

### **PHILOSOPHY:**

Running an organization such as ours is, obviously, a costly endeavor. When taking into account everything that goes into a show (equipment, props, staff, costumes/uniforms, transportation, etc.) it is easy to see how quickly our total show costs can amount to several thousands of dollars. The funding of our program is based on a partnership between the Owen J. Roberts school district and the Music Parent Organization Band Chapter.

### **POLICY / FUNDRAISING OPPORTUNITIES:**

Several fundraisers will be scheduled throughout the year. Each member of the marching unit is expected to do his/her part and contribute to the fundraising efforts of our organization. From time to time some individuals/families choose not to participate in fundraisers and would rather make donations to the organization. Donations are gladly accepted and can be forwarded to the treasurer of the music parent organization.

## SPRING TRIPS

An overnight spring trip may be offered to marching unit members every other year (on even years), with the off years being an opportunity to save up and earn money for the trip years. The trips may or may not be part of a music festival, but a performance of the marching unit will always be involved. The trips range in cost and length, with a trip to Orlando (Disney & Universal) every four years. Trips are organized in the fall with a payment schedule and tentative trip itinerary distributed at that time. The trip is a means of rewarding membership in the marching unit while maintaining a good attitude and positive behavior throughout the fall and remainder of the school year. **The band director reserves the right to deny participation on the trip if any member conducts himself/herself inappropriately at any time throughout the school year.** All school rules, policies, and guidelines apply on the band trips and a student may be sent home from a trip at the parents' expense if that student's behavior is found to be inappropriate.

## BAND COUNCIL / OFFICERS

The band council is a group of student-elected band leaders who serve various functions such as: helping maintain band spirit and pride, helping set up and run fundraisers, helping with the annual band banquet, and generally serving as liaison to the band director and to the music parent organization with regard to the students' ideas and opinions. The positions in the band council will include: President, Vice-President, Librarian, Secretary, Treasurer, Drum Majors, Senior Class Rep., Junior Class Rep., Sophomore Class Rep., Freshman Class Rep., Colorguard Rep., Instrument Manager, Uniform Manager, Band Room Manager, and Activities Coordinator. This organization will be elected by the members of the band each spring.

## **CAPTAINS / SECTION LEADERS**

An important part of the success of the band is based on effective student leadership. Each section of the band will have section leaders or captains (this is at the discretion of the instructors and may change on a yearly basis). One or two section leaders will be chosen for each section of the band proper. Try-outs for section leader each year will take place in the spring. A section leader's main responsibilities include: helping to teach the drill to your section, help individuals in your section with any music problems they might be having, call extra practice time when needed, take attendance each rehearsal and performance, do a uniform check of each member of your section prior to each performance, run your section's phone chain to effectively communicate information, and be a good leader/role model for your section while maintaining their pride and spirit.

## **ADULT CHAPERONES**

Our band could not function without the assistance of reliable, adult chaperones. These parent volunteers travel with the band to each function and aid in equipment management, uniform inspections, supervision of students, medical problems, crowd control, etc. These individuals are also in charge of the group when the band director and staff are not immediately present and have complete authority to deal with any situation that may arise. Each member of the marching unit will at all times extend the adult chaperones your utmost courtesy and appreciation. Any incident or inappropriate act witnessed by an adult chaperone will be reported to the high school administration on the next regular day of school and disciplinary actions outlined on page 12 will be taken.

## **ELIGIBILITY POLICY**

Owen J. Roberts High School maintains a policy of eligibility for participation in sports and activities. (For the specifics of this policy and for more information, please consult the high school student handbook.) *All band members are expected to maintain good grades and be academic leaders in their classes.*

## **DISCIPLINARY PROCEDURES**

### **PHILOSOPHY:**

All of the student guidelines, policies, etc. outlined in this handbook should be “common sense” and should not present a problem to anyone. It is the band director’s hope that no member of the marching unit will be subject to the disciplinary procedures outlined on this page. However, it is recognized that it only takes a few individuals to promote a “negative” atmosphere and/or “ruin it for others”. If this should be the case, then the procedure outlined below will be followed.

### **POLICY:**

In the event of an infraction of any rule or the display of inappropriate behavior at any time, the following three steps will be taken: \*\*

STEP #1: A verbal warning will be given to the student along with parent notification. (At this time a file will be started so that a record of any future incidents can be maintained.)

STEP #2: A written warning will be issued to the student and parent/guardian with a required signature upon return. A copy will also be given to the appropriate high school administrator.

STEP #3: A conference with the student, parent or guardian and administrator will be requested and a recommendation will be made that the student no longer continue as a member of the marching unit.

\*\* Other disciplinary procedures may apply at the discretion of the band director depending on the incident. The band director also reserves the right, depending on the severity of the incident, to start at any step (1, 2, or 3).

# July 2019 – BAND SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 BRASS, WOODWINDS & COLORGUARD 10:00am to 12:00pm	12	13
14	15	16	17	18 BRASS, WOODWINDS & COLORGUARD 10:00am to 12:00pm	19	20
21	22	23	24	25 BRASS, WOODWINDS & COLORGUARD 10:00am to 12:00pm	26	27
28	29	30	31 SECTION LEADER DAY 10:00am to 12:00pm			

# August 2019 – BAND SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <b>FRESHMAN DAY</b> 9:00am to 12:00pm (All Guard – 9 to 3)	2	3
4	5 <b>BAND CAMP</b> 2:00pm to 8:30pm	6 <b>BAND CAMP</b> 2:00pm to 8:30pm	7 <b>BAND CAMP</b> 2:00pm to 8:30pm	8 <b>BAND CAMP</b> 2:00pm to 8:30pm	9 <b>BAND CAMP</b> 2:00pm to 8:30pm	10
11	12 <b>BAND CAMP</b> 2:00pm to 8:30pm	13 <b>BAND CAMP</b> 2:00pm to 8:30pm	14 <b>BAND CAMP</b> 2:00pm to 8:30pm	15 <b>BAND CAMP</b> 2:00pm to 8:30pm	16 <b>BAND CAMP</b> 2:00pm to 8:30pm <i>Fall Preview Night</i>	17
18	19	20 <b>BAND REHEARSAL</b> 5:30pm to 8:30pm	21	22 <b>BAND REHEARSAL</b> 5:30pm to 8:30pm	23 <b>HOME GAME</b> Conestoga	24
25	26 1 <sup>st</sup> Day of School	27 <b>BAND REHEARSAL</b> 5:30pm to 8:30pm	28	29 <b>FLUTES &amp; CLARINETS</b> 2:30pm to 3:30pm	30 <b>HOME GAME</b> Daniel Boone	31

# September 2019 – BAND SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 BAND REHEARSAL 5:30pm to 8:30pm	4	5 ALTO SAXES & MELLO 2:30pm to 3:30pm	6 AWAY GAME Avon Grove	7
8	9	10 BAND REHEARSAL 5:30pm to 8:30pm	11	12 ALL BRASS & LOW SAXES 2:30pm to 3:30pm	13 AWAY GAME Upper Merion	14
15	16	17 BAND REHEARSAL 5:30pm to 8:30pm	18	19 FLUTES & CLARINETS 2:30pm to 3:30pm	20 AWAY GAME Perk Valley	21 CAVALCADE Lancaster Catholic
22	23	24 BAND REHEARSAL 5:30pm to 8:30pm	25	26 ALTO SAXES & MELLO 2:30pm to 3:30pm	27 HOME GAME Boyertown <i>Homecoming</i>	28
29	30					

# October 2019 – BAND SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 BAND REHEARSAL 5:30pm to 8:30pm	2	3 ALL BRASS & LOW SAXES 2:30pm to 3:30pm	4 NO GAME	5 OJR CAVALCADE OF BANDS!!!
6	7	8 BAND REHEARSAL 5:30pm to 8:30pm	9	10	11 AWAY GAME Spring-Ford	12 CAVALCADE Penncrest
13	14	15 BAND REHEARSAL 5:30pm to 8:30pm	16 PARADE – ELVERSON	17 <i>Elverson Parade</i> <i>Rain Date</i>	18 HOME GAME Methacton <i>Senior Parent Night</i>	19
20	21	22 BAND REHEARSAL 5:30pm to 8:30pm	23	24	25 HOME GAME TBA	26 CAVALCADE J.P. McCaskey
27	28	29	30	31		

# November 2019 – BAND SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 <i>Rain Date</i> McCaskey Cavalcade
3	4	5	6	7 MARCHING BAND BANQUET 6:00pm	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 DISTRICT BAND AUDITIONS
24	25	26	27	28	29	30

# OJR MARCHING BAND

## CONTRACT AND ACKNOWLEDGEMENT

(Due August 5<sup>th</sup>)

---

*To save paper, we no longer print out copies of the marching band handbook. The handbook can be viewed on our band website: [www.ojrhsband.com](http://www.ojrhsband.com). Please sign and return this form acknowledging that you have viewed the handbook online and are aware of all policies and expectations of marching band membership.*

I acknowledge that I have read the 2019/2020 marching band handbook (handbook can be found on the band website at: [www.ojrhsband.com](http://www.ojrhsband.com)). I pledge to adhere to all policies and guidelines outlined in the handbook and to contribute to the marching band in a positive way. I understand the consequences and/or penalties if I do not.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

PLEASE NOTE: This contract, along with the medical form, must be signed and returned before you will be permitted to perform or travel with the marching unit.

# OWEN J. ROBERTS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIP AND MEDICAL  
AUTHORIZATION CONSENT  
FORM

ADOPTED: 7/26/04

REVISED: 6/9/14

## Medical Authorization Consent Form for Field Trips

Student's Name (Please Print, Last Name First)	Date of Birth	Grade/Teacher
--	---------------	---------------

As parent(s)/guardian(s) of the above student, permission is granted for this student to attend the Owen J. Roberts field trip to 2019 / 2020 Marching Band Performances taking place on \_\_\_\_\_ . I/We am(are) aware that the Owen J. Roberts School District requires all participants on a field trip to supply the following information in case a medical emergency should arise during this field trip:

- (1) **INSURANCE.** Students **WILL NOT BE PERMITTED** to attend field trips without supplying current and accurate health insurance information.

Name of Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

- (2) **FAMILY PHYSICIAN**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FAMILY DENTIST**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- (3) **FAMILY CONTACT.** On the date of this field trip, if any emergency should arise, please call:

Name: _____	Phone: _____	Home _____
		Work _____
		Cell _____

Name: _____	Phone: _____	Home _____
		Work _____
		Cell _____

## REG. 121.A FIELD TRIP AND MEDICAL AUTHORIZATION CONSENT FORM – Page 2

- (4) **FOOD, INSECT, OR DRUG SENSITIVITIES.** The student is known to react unfavorably or is allergic to the following foods, insect, or drugs:

\_\_\_\_\_  
**Requires use of Epinephrine YES  NO**

- (5) OTHER HEALTH ISSUES: \_\_\_\_\_

- (6) My child requires the following:

a. **INHALER: YES  NO**

b. **EPI-PEN: YES  NO**

- (7) Please state the name of any prescription that the student will require on the trip and the reason for the prescription.

Prescription: \_\_\_\_\_ Reason: \_\_\_\_\_

Time: \_\_\_\_\_ Dose: \_\_\_\_\_

**Parent/Guardian is responsible for assuring that ALL medication is supplied and is in compliance with the Owen J. Roberts School District Medication Policy #210.**

**IN ACCORDANCE WITH OWEN J. ROBERTS DISTRICT POLICY, STUDENTS MAY NOT CARRY MEDICATIONS, OTHER THAN PRE-AUTHORIZED INHALERS OR EPI-PENS.** Please note, a nurse may NOT be present on the field trip.

**MEDICAL AUTHORIZATION AND CONSENT:**

In the event of an emergency, 911 will be called and your child will be transported to the nearest hospital. I/We hereby authorize any physician, hospital, or other health care provider to give emergency medical care and treatment to this student.

The undersigned have read this Medical Authorization Consent Form for Field Trips and declare and affirm that I/we consent to the contents herein stated.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature (only if student is over 18 years of age)

\_\_\_\_\_  
 Date

## FIELD TRIP MEDICATION FORM

STUDENT NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN EMAIL: \_\_\_\_\_

PARENT/GUARDIAN TELEPHONE: \_\_\_\_\_

### THIS PORTION TO BE COMPLETED BY THE HEALTH CARE PROVIDER

NAME OF MEDICATION(s): \_\_\_\_\_

DOSAGE: \_\_\_\_\_ TIME(s) OF DAY TO BE TAKEN: \_\_\_\_\_

STUDENT MAY CARRY AND SELF-ADMINISTER MEDICATION: \_\_\_ YES \_\_\_ NO

POSSIBLE SIDE EFFECTS OF MEDICATION(s): \_\_\_\_\_

I request/authorize the school to allow self-administration of the above medication to the above student in accordance with the instructions provided.

HEALTH CARE PROVIDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HEALTHCARE PROVIDER BUSINESS NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

STUDENT MAY CARRY AND SELF-ADMINISTER MEDICATION: \_\_\_ YES \_\_\_ NO

I request/authorize the school to allow self-administration of the above medication to the above student in accordance with the instructions provided. **I will only send the number of pills (in the original labeled pharmacy container) required for the length of the trip.**

#### **\*IF STUDENT IS NOT PERMITTED TO SELF ADMINISTER**

#### PARENT DESIGNEE ASSIGNED BY PARENT (School staff not permitted to administer medication)

\*\*\*I hereby designate another parent to carry and administer the following medications for my student.

Medication name(s): \_\_\_\_\_

Parent/Guardian Designee: \_\_\_\_\_

\*Parent Designee will be required to carry/store medications and administer as prescribed by physician order.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Sign here if your child does NOT take any prescription or over the counter medications:**

**PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**



# OWEN J. ROBERTS MARCHING BAND

## Request for Excused Absence

Excused: \_\_\_\_\_

Unexcused: \_\_\_\_\_

Director

Initials: \_\_\_\_\_

*(Office Use Only)*

Name: \_\_\_\_\_ Section: \_\_\_\_\_

Requested Date(s) To Be Excused: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student  
Signature: \_\_\_\_\_

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

*\*\* This form must be submitted before the absence occurs (except in illness or emergency in which case it should be submitted immediately afterward). Submission of this form does not necessarily mean the absence is excused. You will receive the bottom half back indicating whether or not the absence was approved by the director.*

*This portion will be returned to student...*

Name: \_\_\_\_\_

Requested Absence Date(s): \_\_\_\_\_

Director Signature: \_\_\_\_\_

Comments:

<input type="checkbox"/> Excused
<input type="checkbox"/> Unexcused