

JAMESTOWN HIGH SCHOOL MARCHING BAND HANDBOOK

2017 – 2018

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Jamestown High School "Red Raider" Marching Band

350 East Second Street

Jamestown, NY 14701

www.JHSMarchingBand.com

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Dear Marching Band Parents and Students,

The 2017 - 2018 Marching Band season is now under way! Next week the process of learning the 2017 competitive show will begin! Please take a close look at the summer and fall schedule. Participation in scheduled rehearsals IS REQUIRED of all band students who will be a part of the Marching Band. Exceptions will be explained in the following packet of information, along with other necessary information about this organization.

Our summer program will run five weeks with some breaks to try to accommodate most family vacations and summer camps. Staff members and section leaders may also hold extra meetings for additional help with marching, music or routines. These additional rehearsals are also required. All students are expected to report EARLY and be ready to go with all necessary items so rehearsals can begin ON TIME.

We will make every effort to adhere to the enclosed schedule. **PLEASE PLAN APPOINTMENTS AND OTHER COMMITMENTS AROUND THIS SCHEDULE.** If, for some reason, we need to change a rehearsal or performance we will inform you with as much advanced notice as possible, although this is highly unlikely.

We had a very successful season last year! The staff is looking forward to picking up where we left off and making this year's band even better!

Sincerely,

A handwritten signature in blue ink that reads "Meghan Murray". The signature is written in a cursive style.

Meghan Murray
Director of Bands
Jamestown High School

ORGANIZATIONAL PHILOSOPHY AND GOALS

The goal of the marching band program in the Jamestown City School District is to provide every child with authentic musical, social, and intellectual experiences, the purpose of which is to enrich each student's life and help them grow into people of integrity with social and cultural awareness.

ATTENDANCE & PARTICIPATION POLICY

Attendance is required at all rehearsals and performances, including the Holiday Parade (December) and the Memorial Day Parade (May). Marching Band is a group activity and all students are dependent on the entire group for sound as well as marching form. If someone is not there, others cannot do their job properly. Being absent does not only hurt one person, it hurts the entire group.

The following are considered excused absences from a band practice. As much advance notice as possible is appreciated. Mrs. Murray **MUST** be informed of an absence **BEFORE** it occurs with a hand-written note from the parent.

1. Death or severe injury to a family member
2. Illness of the student (doctor's note required)
3. Mrs. Murray will evaluate all other circumstances at the time they occur.

*All performances are required. If there is an emergency that day contact Mrs. Murray directly.

***IF YOU ARE IN SCHOOL YOU ARE EXPECTED TO BE AT PRACTICE!**

THE FOLLOWING IS THE PROCEDURE REGARDING UNEXCUSED ABSENCES:

1 st Unexcused Absence	=	Call home to parents
2 nd Unexcused Absence	=	Parent Conference
3 rd Unexcused Absence	=	Removal from the organization

*All members of the wind and percussion sections of the Marching Band must be enrolled in Symphonic Band or Concert Band. 8th grade members must be enrolled in their middle school band program.

ENFORCEMENT

It is the philosophy of the JHS Marching Band staff that enforcement of the attendance policy should promote fairness, accountability, and the acquisition of skills missed during any absence. Therefore, if a student is late or misses a practice they may be asked to come in for extra time outside of the regular rehearsal schedule. This may mean coming in early or staying late, but could also mean coming in on a day when there is no rehearsal scheduled to work with a staff member to make up what they missed. This is not intended to be a punishment but rather to help teach accountability, responsibility, punctuality, as well as further each student's education.

BEHAVIOR POLICY

Band members are expected to follow all Jamestown Public School policies regarding appropriate student behavior and code of conduct. Violation of the following will be handled through existing school policy: public displays of affection, class cut, destruction of school property, disrespect, drugs, alcohol, fighting, gambling, knives or weapons, profanity, sexual harassment, smokeless tobacco, smoking, and stealing. In the event that existing school policy does not cover a negative student behavior, the band director and staff will evaluate behavior and appropriate disciplinary action will be determined based upon the severity of the incident and its impact on the band. Based upon the severity of the incident, appropriate school officials will be notified. Discipline may include a parent meeting with the student and director and/or removing a student from one or more performances, exclusion from trips or dismissal from the band program. **If a student's conduct during a band function or otherwise results in the student receiving OSS, that student may be removed from Marching Band for up to one full calendar year.**

CODE OF CONDUCT

The Jamestown Public Schools recognize that the use of certain substances such as tobacco, including chewing tobacco and snuff, alcohol, and other drugs is a significant health problem and illegal for many adolescents. This can have negative effects on behavior, learning, and the total development of each individual, which includes one's physical and mental abilities. Therefore, it is the philosophy of the Jamestown Public School District to forbid any student participating in the JHS Marching Band to use, possess, sell, or otherwise distribute these substances, or related paraphernalia. This code is in effect each marching season - *24 hours per day, seven days a week, on and off school property.*

During the season of practice a participating Marching Band member shall not:

1. use, possess, or sell tobacco (which includes chewing tobacco and snuff).
2. use, possess, or sell a beverage containing alcohol.
3. use, possess, or sell a controlled substance.
4. **remain in the unauthorized presence of alcohol, tobacco, or other controlled substances.**

NOTE: It is not a violation for a student to use a legally defined drug specifically prescribed by the student's own doctor.

Witness credibility in this process is highly valued. Reports of alleged violations coming from the individuals listed below (a)-(c) having personally witnessed the violation will be investigated.

- (a) Any district employee
- (b) Any law enforcement officer* or agency*, or
- (c) A parent/legal guardian of the student involved

*In such cases Mrs. Murray will take immediate action, removing the student from all band activities. Parents will be notified verbally upon such action and in writing within 3 days at which point the parents may request a conference. This decision can only be overturned by the Principal or Superintendent.

If a student or other person not mentioned above who witnessed the incident brings accusations against a student, the situation will be addressed in the following manner:

- (a) During the period of an alleged violation and the subsequent investigation, the Marching Band member will continue to participate as a full member of the band.
- (b) These reports will be considered by the Marching Band director, staff members and school principal, if necessary.
- (c) They will determine if the alleged violation has validity.
- (d) The Marching Band director and/or principal will confront the student on the alleged violation. If the student agrees with the alleged violation, the actions stated in this handbook will apply. If the student states that the alleged violation is false, the principal and Marching Band director will investigate the accusations and determine if there is sufficient justification for disciplinary actions.

ENFORCEMENT

Any violation of either the Behavior Policy or Code of Conduct is considered ***Conduct Unbecoming of a Band Member***. The Marching Band director will assess each case. Disciplinary action will be taken immediately and may include suspension from competitions or removal from the organization. In the case of a suspension, the student must continue to participate in all band rehearsals and must travel with the band to all competitions and performances. All fees associated with the organization will still apply.

REHEARSAL EXPECTATIONS – BACKPACKS & WATER JUGS



Students will be responsible for having a backpack dedicated to marching band. This backpack will contain all of the materials needed for each rehearsal and for traveling. JHS Marching Band backpacks can be purchased for \$26 (see Form packet). This backpack must be brought to **every** rehearsal and on **every** trip. They must be used only for marching band and must contain:

Music Binder
Polishing Cloth (brass)
Sweatshirt/Jacket

Drill Book
Sunscreen
Water Jug

Pencils (multiple)
Marching Shoes/Shoe Bag

Valve Oil/Extra Reeds
Black Socks (extra)

Squad leaders and staff will check backpacks regularly.



Every student will also be responsible for bringing a water jug to EVERY practice and on EVERY trip. It is extremely important for the students to stay hydrated. Their water jug must hold between 0.5 gallon and 1 gallon of water.

STUDENT LEADERS

Upperclassmen play a major role in the success of our program. Leadership positions include Drum Majors, Squad Leaders and a Rehearsal Coordinator. These, *as well as all upperclassmen*, are the students who have the most knowledge and experience and are instructed to share this experience with the other students in a positive and encouraging way. All students holding a leadership position are selected through an audition process.

Drum Majors

Andrew Roof
Julia Bertolini
Carley Westphal

Flute

Kate Brand
Justice Edens

Pit

Abrielle Mistretta

Clarinet

Ellen Cross
Hannah Smith

Drumline

Jaidyn Conyer

Saxophone/Low Reed

Jalen Erickson

Color Guard

Rachel Bertolini

Trumpet/Mellophone

Mikki Cersosimo

Rehearsal Coordinator

Josh McEntire

Low Brass

Abbey Nordwall

Rehearsal Coordinator Asst.

Dylan Lydell

These students are here to help!

Please contact them if you have any questions or if you need assistance!

COLOR GUARD

The color guard is an important visual aspect of the Marching Band. Color guard members are full members of the Marching Band. They must meet all requirements and are afforded all privileges related to the Marching Band. **Students who play an instrument in middle school or high school band are expected to play that instrument if they choose to be in Marching Band.** However, they are more than welcome to participate in Winter Guard. Some exceptions can be made at the director's discretion.

***Participation in Color Guard is a requirement for participation in the Express Winter Guard.**

PERFORMANCE POLICY

Students may be asked to sit out of a performance for any of the following reasons:

1. Wearing the uniform in an inappropriate manner.
2. The uniform looks unkempt, stained or wrinkled due to poor care.
3. Shoes are not properly cleaned & polished.
4. Long hair is not properly braided/pinned for the band hat.
5. Failure to remove all jewelry.
6. Not proficient with their music/drill/routines.
7. Behavior infractions.
8. Do not have their instrument/equipment.
9. Chewing gum.
11. Failure to complete and return all necessary forms.
12. Unprepared due to extended absence.
13. Unexcused absences.

TRAVEL AND TRANSPORTATION

Students are expected to travel with the band to and from all activities. Allowing students to travel to or from events with parents opens too many possibilities for error. As the safety of students is our primary concern we cannot allow them alternate travel opportunities.

SPECIAL TRIPS

One of the privileges of being in the Jamestown High School Red Raider Marching Band revolves around our travel opportunities. While many organizations dream about taking trips together we are in a position to make these dreams come true. It serves as positive testimony to the work ethic of our band members, and is one of the privileges we enjoy as a group.

We are enjoying the fruits of the labor seeded by your older peers. Traditionally, band members have served as positive reflections of our school and community while traveling. Our future bands are counting on you to pass on that same heritage so they will have a similar kind of learning opportunity during their high school careers.

In a travel situation, there are occasions where immediate disciplinary action would inhibit the ability of the directors to provide a safe and profitable experience for the entire group. Should this occasion arise,

we will ask those in question to return home at the parent/legal guardian's expense, and the problem will be addressed immediately following the trip.

MEDICAL

Marching Band is an extremely physical activity. Students are strongly encouraged to have a physical examination before participation. All students must have a completed medical history and emergency medical release form on file before they will be permitted on any band trips.

Students that have any medical conditions (i.e. heart, breathing, or joint problems) that would restrict their ability to safely participate in all aspects of the band program will be required to have a physical and provide a doctor's release before they can be included in rehearsals or performances.

INTENSIVE WEEK

Intensive Week is just that – *intensive!* It is during this week that the band learns the majority of the competitive show. In addition to the show music, marching techniques and drills are polished. Once that week is over, our competitive season begins! Every session of every day of Intensive Week is MANDATORY for all students.

INTENSIVE WEEK CHECKLIST

1. Dress for the weather! Bring rain gear if necessary. *School dress code applies – no low-cut/strapless tank tops or short shorts permitted.*
2. Students should wear socks and tennis shoes with laces. **SHOES WITHOUT LACES, SANDALS, FLIP FLOP, BACKLESS, OR OPEN TOED SHOES ARE NOT PERMITTED.**
3. Avoid perfume, hair spray, hand lotions, creams, etc.
4. Use sunscreen!! Bring a bottle and reapply throughout the day!
5. Bring at least a ½ gallon thermos of cool water labeled with your name. There will be frequent water breaks.

Hats will be permitted if the weather requires them and if they are worn appropriately. **Hats will NOT be permitted inside or in the evening.**

COMMUNITY PREVIEW NIGHT

Thursday, August 24th

The Community Preview Night is held on Thursday night of Intensive Week. It is the premiere performance featuring the Marching Band's competitive show. Also included is the family picnic and parent meeting.

BAND BOOSTER ORGANIZATION

As the parent of a student in the marching band, ***you are a Band Booster!*** The Band Booster organization is a support group for the Jamestown High School Marching Band. Its primary function is to help organize and implement programs that supplement and enhance the band experience beyond what the school district can provide. If you would like to be more involved (i.e. chair an event or become an officer), please contact Mrs. Murray.

ACTIVITY FEE

The expense for participating in marching band is **\$175**. This fee covers everything your child will need throughout the season including music, drill, staff support, transportation, equipment, uniforms, and the overnight trip to Syracuse in October. This trip includes the hotel, transportation in a coach bus, admission to Championships to perform and watch, all meals and a breakfast banquet. This may be paid up front or you may pay according to this suggested schedule:

Activity Fee Payment Schedule

Monday, June 12	-	\$75
Monday, July 10	-	\$50 (any fees paid after this date are non-refundable)
Monday, August 21	-	\$50
Total	=	\$175

All fees (including fund raising money) must be paid in full BEFORE our trip to Syracuse on October 29th.

Please make all checks payable to JHS Band. Any fees paid after JULY 10TH are non-refundable.

NO child will be excluded from participating because of financial reasons. If there are financial issues, please speak with Mrs. Murray immediately so alternate arrangements can be made early on in the season. ***All fees must be in BEFORE our trip to Syracuse on October 29th.***

A \$25 BANK FEE WILL BE APPLIED TO ANY RETURNED CHECKS.

NO CHECKS WILL BE ACCEPTED AFTER OCTOBER 1ST. CASH ONLY.

FUNDRAISING

Members of the JHS Marching Band are required to participate in various fund raisers throughout the season. These are listed below. It takes a great deal of financial support to maintain an organization such as this! All fund raising money must be paid in full before we leave for Syracuse on October 29th.

ANNUAL FUNDRAISERS

1. Candy Bar Sale (2 boxes; opt out is \$50)
2. Car Washes (opt out is \$30)
3. Tag Days (no opt out available)
4. Fall Festival of Bands
5. Cookie Dough/Zap-A-Snack Pizza Sale (*optional* - to help students pay for the Activity Fee)

EXTRA FUNDRAISING

All band members are required to participate in the fundraisers listed above. If your child goes above and beyond what is expected they can earn money towards their account to help pay the Activity Fee.

Candy Bars	Every additional box sold = \$20
Car Washes	Every additional shift = \$10
Tag Days	Every additional shift = \$15

OPTIONAL FUNDRAISER

An optional fundraiser will be offered to allow for students to raise money towards their Activity Fee. This fundraiser includes cookie dough, Zap-A-Snack pizzas, cheesecakes, gifts and more.

***ANY PROFITS ACQUIRED BEYOND THE REQUIRED FEE WILL BE CONSIDERED A DONATION TO THE BAND.
NO REFUNDS OR ACCOUNT CREDITS WILL BE GIVEN FOR PROFITS EARNED THROUGH
EXTRA FUNDRAISING.***

ALL FUND RAISING MONEY MUST BE PAID BY OCTOBER 29TH.

A \$25 BANK FEE WILL BE APPLIED TO ALL RETURNED CHECKS.

NO CHECKS WILL BE ACCEPTED AFTER OCTOBER 1ST. CASH ONLY.

INSTRUMENT CARE & MAINTENANCE

Whether you have a school-owned instrument or your own each student is responsible for the care and maintenance of their instrument. Specific instructions will be given to each section by the staff. If an instrument is in need of repair bring it to the attention of a staff member BEFORE sending it to the shop.

THE BAND UNIFORM

Every band student will receive a uniform. For wind and percussionists, this includes a garment bag, jacket, pants, gauntlets, shoes with shoe bag, gloves and hat. For color guard, this includes two uniforms: the standard Marching Band uniform (black jazz pants with the red/black/silver marching band top, black guard shoes) and the show uniform. The only items the students will need to provide on their own are black socks, shorts and a squad t-shirt (\$16 – sold at the beginning of the season). **Please remember, the squad t-shirt is part of the uniform and MUST be worn underneath the jacket every time.**

Uniform Checklist:

1. Garment bag with provided black plastic hanger (no wire hangers!)
2. Squad t-shirt and shorts to be worn underneath
3. Uniform coat and pants (provided)
4. Gauntlets (provided)
5. Black socks (tall, tube or soccer-type socks – NO ANKLE SOCKS)
6. Black marching shoes (provided)
7. Black gloves (first pair provided, any additional pairs are \$3)

UNIFORM/EQUIPMENT INSPECTION

Before each performance, uniforms will be inspected. Consecutive failed inspections may result in not being able to perform with the band until the uniform successfully passes inspection. Additionally, the uniform is to worn in full or not at all. **AT NO TIME SHOULD STUDENTS WEAR ONLY PART OF A UNIFORM. This includes having the back of the jacket unzipped or the straps of the bibs hanging down.**

The Pants:

1. The pants will fit high up on the chest. They should be adjusted so that the bottoms of the pants touch the tops of the shoes and are approximately one inch from the ground. They should not drag on the ground. The crease should be straight the entire way down (no bunching at the bottom).
2. The length can be adjusted with the built-in suspenders, but may need to be hemmed.
3. You should wear shorts, and/or long underwear (if necessary), under the uniform pants. No denim!

The Coat/Gauntlets:

1. Gauntlets are worn around the wrists and should be worn so that the ends of the sleeves cannot be seen.
2. You should have a collar liner snapped inside the coat neck (this is washable).
3. The neck collar is hooked shut.
4. You must always wear the SQUAD SHIRT under your coat.

The Hat:

1. **Long hair must be braided to fit neatly in the hat.** French braids work best. No pieces of hair should be sticking out of the hat. Headbands may work to help with this, but make sure the headband cannot be seen with the hat on, especially in the back.
2. The brim of the hat is level at the eyebrows and the top of the hat is straight across.
3. The chinstrap should rest under the chin.
4. The plume is straight.

The Gloves:

1. All sections wear gloves except the percussion section and color guard. Your first pair is free. After that, you must purchase your own gloves for \$2 a pair. *It is always a good idea to have an extra pair!*
2. Flutes and clarinets may choose to cut the fingers out on the palm side of the gloves for open keys that require coverage. **DO NOT CUT THE FINGER TOPS OFF OF THE GLOVES.** Let the squad leader or a staff member cut the gloves for you.
3. Gloves should always be clean for a performance.

The Shoes:

1. Shoes will be provided. These are reused each year. If you wish to purchase a new pair for your child to keep you may do so for \$35.
2. Shoes must be cleaned before every performance.
3. Shoes should be carried and stored in the green shoe bags (hung OUTSIDE of the garment bag)
4. Students must provide themselves with plain black tube/soccer socks. *No ankle socks!*
5. It is a good idea to keep an extra pair of clean black socks in your garment bag.

ALSO...

- The only thing permitted in the garment bag is your uniform. **NO SHOES IN THE GARMENT BAG!** The green shoe bags must hang on the outside of the garment bag. When we travel, the shoe bags must remain with the students on the bus, as they will not fit underneath with the garment bags.
- Jewelry is not permitted for performances. This includes ear piercings and any other facial piercings.
- Colored nail polish is not permitted for performances.

UNIFORM CARE & MAINTENANCE

The uniform should always be hung up after every performance. It is good practice to turn the uniform inside out and let it air out before you put it in the garment bag. When uniforms get wet, hang them to dry as soon as possible. The collar liner should be removed and washed in mild detergent and line dried.

Use the black plastic hanger provided for your uniform. **No wire hangers!**

The band will dry-clean the uniforms once at the end of each school year. If your uniform is in need of minor repair, bring that to the attention of the director. Do not attempt to repair the uniform yourself.

You may wash the black pants if necessary and let them line dry. DO NOT wash the uniform coat or gauntlets!

Color guard uniform information will be covered by the guard staff.

BAND JACKET & PATCHES

Band jackets are an *optional* purchase and cost \$75. A majority of the band members own a band jacket. We often wear these as a group for “casual” performances, such as the Homecoming Parade, and also anytime that the weather threatens to damage our uniforms. The following are steps that explain where patches are to be sewn onto the jacket. Everyone’s jacket needs to look the same.

- | | | |
|--|---|---------------------------------------|
| 1. Mini “J” Shield (8 th grade) | = | Under Name/Instrument |
| 2. Graduation year (9 th grade) | = | Left sleeve |
| 3. Indian head (10 th grade) | = | Front on “belly” of jacket |
| 4. Letter “J” (11 th grade) | = | Back (under “Jamestown”) |
| 5. Green “J” shield (12 th grade) | = | Left front (under name/instrument) |
| 6. Participation patches | = | Down Right sleeve (in order received) |

BAND NOTES

Every week Mrs. Murray will send Band Notes home with the students. These are extremely important because they give information regarding what’s happening that week, including rehearsal times, report times for competitions, directions to competitions, due dates and other items or events coming up. *Please make sure to ask your child for these.* During the summer months, they will be handed out on Monday nights. During the school year, they will be handed out on Tuesday nights. Band Notes will also be posted on the website for you to download:

www.JHSMarchingBand.com

Please use this website! The website has musical resources (i.e. recordings for practicing), rehearsal and competition schedule, information for the parents, information about our show, history of the band, competition results and an Alumni Page. If you are an alumnus of the band or color guard please get online and join the Alumni Association!

MAJOR ACCOMPLISHMENTS

1982, 1988 Festival of States, St. Petersburg, FL

1984, 1989, 1995 Macy's Thanksgiving Day Parade, New York City

1986 Rose Bowl, Pasadena CA

1991 Class AAA New York State Field Band Conference Champions

1992 International Music Festival, Bahamas

2000 North American Music Festival, Myrtle Beach, SC

2002 Magic Music Days, Walt Disney World, Orlando, FL

2002 Large School 2 New York State Field Band Conference Champions

2004 FedEx Orange Bowl, Miami, FL

2007 Cirtus Parade, Orlando, FL

2010 St. Patrick's Day Parade, New York City

2012, 2014 Disney's Electric Light Parade, Orlando, FL

2014, 2015 Large School 2 New York State Field Band Conference Champions

2017 St. Patrick's Day Parade, Chicago, IL

All rules and regulations within this handbook are at the discretion of the band director.

**All forms are due on
MONDAY, JUNE 5TH, 2017**

JHS MARCHING BAND FEES SUMMARY SHEET

REQUIRED

ACTIVITY FEE \$175

CANDY BARS (SELLING)..... \$104 (52 BARS @ \$1 X 2 BOXES)
CANDY BARS (OPTING OUT)..... \$50 (\$25 PER BOX X 2 BOXES)
CANDY BARS (SELLING & OPTING) \$77 (52 BARS @ \$1 + \$25 OPTING OUT)

Orders & Money due JUNE 19TH

SQUAD SHIRT \$16
(OPTIONAL IF YOU ALREADY HAVE ONE. IT IS RECOMMENDED THAT YOU PURCHASE TWO SHIRTS)
USE ORDER FORM IN FORM PACKET

OPTIONAL

BACKPACK \$26/\$36 WITH PERSONALIZATION
USE ORDER FORM IN FORM PACKET

SHOES \$40
PLACE ORDER IN FORM PACKET

BAND JACKET \$75
PLACE ORDER IN FORM PACKET

CHECK INFORMATION

*PLEASE WRITE SEPARATE CHECKS FOR EACH ITEM.

*INDICATE WHAT THE CHECK IS FOR IN THE "MEMO" SECTION.

*ALL MONEY SHOULD BE TURNED IN USING AN ENVELOPE (AVAILABLE AT ALL BAND REHEARSALS) AND DROPPED INTO THE FILING CABINET (LOCATED INSIDE THE JEFFERSON BAND ROOM)

*ALL CHECKS SHOULD BE WRITTEN TO "JHS BAND".

*A \$25 BANK FEE WILL BE APPLIED TO ALL RETURNED CHECKS.



Make sure to complete this process **NO LATER THAN** Monday, June 5th.

Sign up for important updates from Mrs. Murray.

Get information for Jamestown High School right on your phone—not on handouts.

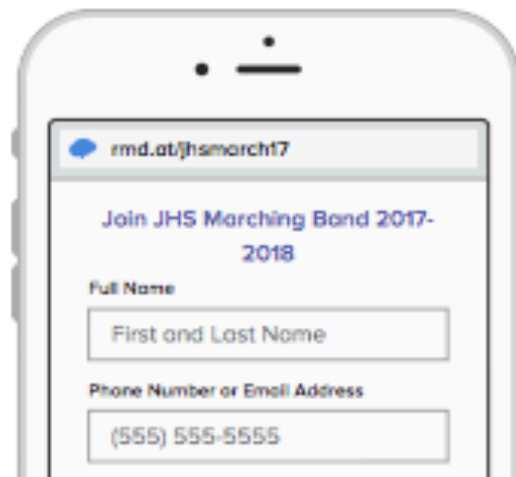
Pick a way to receive messages for JHS Marching Band 2017-2018:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/jhsmarch17

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @jhsmarch17 to the number 81010.

If you're having trouble with 81010, try texting @jhsmarch17 to (718) 502-9809.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/jhsmarch17 on a desktop computer to sign up for email notifications.

ALL STUDENTS JOIN BY MONDAY, JUNE 5TH!

CHARMS PROGRAM

Charms is a program that allows all student & family information to be kept in a secure database online. This system houses personal information (addresses, phone numbers, emergency contacts, etc..), as well as all financial information for each student. Parents and student can log in at any time to check the current status of their account*. ***It is extremely important this info is current and accurate.***

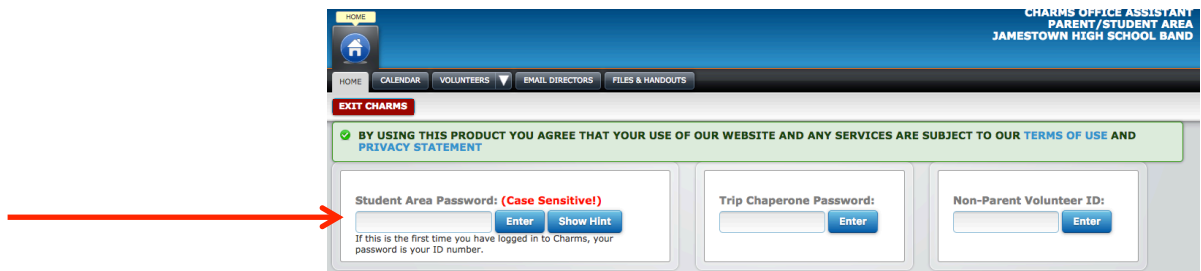
**Financial accounts are updated weekly. If something does not appear correct either wait a few days for an update or email Mrs. Murray.*

School Code: **jamestownhsband**

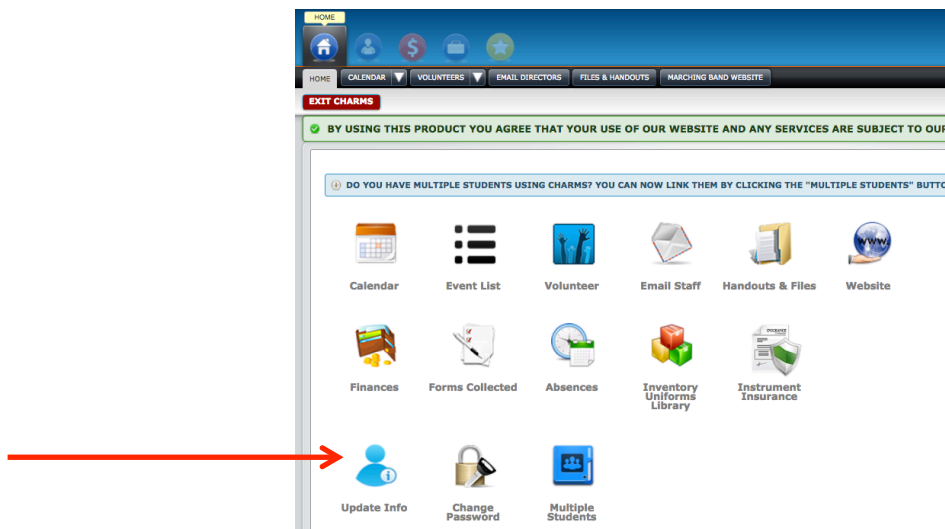
Adult/Student Area Log In:

<https://www.charmsoffice.com/charms/parents.asp?username=JamestownHSBand>

Password: The alpha/numeric number on your label (front of this handbook; i.e. 00V3)
Once logged in you must change your password.

The screenshot shows the Charms login interface. At the top, there's a navigation bar with links like HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, and FILES & HANDOUTS. Below this is a green banner with a privacy statement. The main login area has three sections: 'Student Area Password: (Case Sensitive!)' with a text input field and 'Enter'/'Show Hint' buttons; 'Trip Chaperone Password:' with a text input field and an 'Enter' button; and 'Non-Parent Volunteer ID:' with a text input field and an 'Enter' button. A red arrow points to the 'Student Area Password' input field.

Once your password is changed and you're logged in you will see the Home page. From here you must **UPDATE INFO:**

The screenshot shows the Charms Home page after login. It features a navigation bar with links like HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, FILES & HANDOUTS, and MARCHING BAND WEBSITE. Below the navigation bar is a green banner with a privacy statement. The main content area has a section titled 'DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON'. Below this is a grid of icons for various functions: Calendar, Event List, Volunteer, Email Staff, Handouts & Files, Website, Finances, Forms Collected, Absences, Inventory Uniforms Library, Instrument Insurance, Update Info, Change Password, and Multiple Students. A red arrow points to the 'Update Info' button.

You will see the student screen first.
Fill in or update all missing information
and save changes.

New Students:

Click on “Add New Adult” and
complete all information for parents/
guardians. Save your changes.

Returning Students:

At the bottom are tabs for parent
information. Click on these and
fill in all missing parent information.
Save your changes.

Back at the Home screen you will see a **Financial** button, which displays your current statement:

Student Financial Statement			
Trip Ledger Balance Credit		0.00	
Fixed Payments Due		175.00	
Fundraising Balance Credit		0.00	
Miscellaneous Balance Credit		0.00	
TOTAL BALANCE DUE		\$ 175.00	
There are no scheduled trips for this student			
Student Fixed Payment Detail			
Paid Date	Item	Amt.	Paid By
not paid	ACTIVITY FEE 1	75.00	
not paid	ACTIVITY FEE 2	50.00	
not paid	ACTIVITY FEE 3	50.00	
Total Fixed Payments Due		\$175.00	
Total Fixed Payments Paid		\$0.00	
Total Unpaid Fixed Payments		\$175.00	

On the Home screen you will also see buttons to **Email Staff** (Mrs. Murray or Mr. Lentsch),
view **Handouts & Files**, see **Forms Collected**, and there is a direct link to the JHS Marching
Band Website.

**ALL STUDENTS MUST LOG IN AND COMPLETE/UPDATE THEIR PERSONAL
INFORMATION BY MONDAY, JUNE 5TH!**