



Hillsborough County

PUBLIC SCHOOLS

Preparing Students for Life

# CO-CURRICULAR GUIDEBOOK OF PROCEDURES

RAYMOND O. SHELTON SCHOOL ADMINISTRATIVE CENTER  
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Updated April 5, 2023

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### **Continuous Notification of Nondiscrimination**

Pursuant to Title VI, Title IX, Section 504/Title II and other civil rights regulations, the School District of Hillsborough County does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Pansy Houghton, Executive Officer, Compliance  
901 East Kennedy Boulevard  
Tampa, FL 33602  
(813) 272-4000  
[pansy.houghton@sdhc.k12.fl.us](mailto:pansy.houghton@sdhc.k12.fl.us)

The guidelines and procedures in this manual have been acted on by the School Board of Hillsborough County, Florida, and may by request through the administrative staff, be reviewed by the Board for change, waiver, or special dispensation.

No person in the United States shall on the basis of sex or race be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity receiving federal financial assistance.

Each school and his or her parent(s), guardian(s), and staff personnel should read all sections of this handbook. This handbook will attempt to clearly define Hillsborough County School's adopted policies and procedures for all Co-Curricular activities. This handbook will be reviewed annually. Congratulations on being a part of the vibrant and educational community within Hillsborough County Public Schools.



*Office for Civil Rights Compliance*

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Title IX and Inappropriate Sexual Behavior – What Students Need to Know

Title IX of the Education Amendments of 1972 is a Federal law that prohibits discrimination based on sex (including sexual and gender-based harassment and sexual violence) in education programs or activities that receive federal financial assistance. Academic, educational, extracurricular, athletics, and other programs sponsored by the school or Hillsborough County Public Schools are included.

Specific to athletics, Title IX requires that females and males be provided equal treatment and equitable opportunities to participate in sports.

It is the responsibility of Hillsborough County Public Schools to protect students from all forms of inappropriate sexual behavior and sex discrimination, including those incidents that meet the definition for sexual harassment and/or sexual violence as defined by Title IX. Traditions or initiation practices utilized by school athletics teams, clubs and other organizations may involve words or actions of a sexual nature. As a result, the behavior may be classified as sexual harassment or contribute to the creation of a hostile environment.

Inappropriate sexual behavior and gender-based harassment may include:

- Unwelcome touching
- Sexual comments/gestures that create an uncomfortable environment
- Catcalling
- Spreading sexual rumors
- Sexually explicit drawings, pictures, or written materials
- Using sexually-charged names
- Circulating or showing web sites, emails, or texts of a sexual nature (including cyberbullying)
- Verbal and nonverbal intimidation or hostility based on sex-stereotyping

If you experience or witness sex discrimination, inappropriate sexual behavior and/or sexual harassment, report it to a trusted adult, administrator, school counselor, school psychologist, school social worker, or school nurse. Student to student, employee to student, student to employee and employee to employee interactions as defined above should be reported. Remember if you see something, say something.

After a report is made, school personnel will conduct a prompt, thorough, and impartial investigation to determine what occurred and identify steps to resolve the situation. They also

will take steps to protect the victim from further sexually inappropriate behavior and retaliation. Remedies and interventions, such as counseling and/or student training, may be implemented to support the students involved. Disciplinary consequences and, depending on the severity, a recommendation for Change of Environment also may be triggered as a part of the investigation

## **ARTICLE I PLATFORM STATEMENT**

Music is historically and socially significant in our global culture. It is an innately human activity that not only connects the processes occurring in separate hemispheres of the brain, but encourages the growth of creativity while enhancing executive function and higher-order cognitive skills. Participation in structured formal music activities provides a primary means to develop habits, attitudes, and ideals requisite to ethical and effective cooperation in a free society. Music has a powerful appeal for young people during their formative years as it furthers the harmonious development of our youth. Music also provides constructive and wholesome leisure time activities for our citizens and youth. Musical experiences should be offered to all students in the schools of Hillsborough County.

### PRINCIPLES OF CO-CURRICULAR PROGRAMS

- 1.1 To fully use the potential in music for educational experiences, co-curricular programs are organized and conducted in accordance with these six basic principles:
  - A. Co-curricular programs are regarded as integral parts of the total educational program and should be conducted so that they are worthy of such regard.
  - B. Co-curricular programs supplement rather than serve as substitutes for basic physical education programs, physical recreation programs, and intramural athletics programs.
  - C. Co-curricular programs are subject to the same academic opportunities as both the core curricular and athletic extra-curricular programs.
  - D. Personnel with adequate training in the principles of music education will conduct co-curricular music programs.
  - E. The welfare of the participant should be placed above any other consideration. What happens to the student musicians who participate in co-curricular music programs is of primary importance. Their welfare should transcend any other consideration. Success is highly desired, important, and should be sought, but not at the sacrifice of other values concerned with the development of the participants.
  - F. Co-curricular programs are conducted in accordance with the letter and spirit of the rules and regulations of appropriate district, state, national music associations, and the policies of Hillsborough County Public Schools.

**ARTICLE II**  
**PURPOSE OF THIS GUIDE**

2.1 The purpose of this guidebook is:

- A. To establish common understandings among administrators, teachers, parents/legal guardians(as defined by Florida Statutes 744.102) , and students of the policies and procedures which guide the programs of co-curricular activities in Hillsborough County.
- B. To serve as a basis for a periodic reevaluation of the co-curricular program.
- C. To provide, in writing, a statement of basic policies and procedures for reference when desired.
- D. Guidance and Management of Co-curricular Programs:

In an effort to provide consistent management and control in carrying out those procedures set forth in the "Co-curricular Program Guidebook of Procedures", the following recommendation will serve as a guide for school administrators in reviewing violations by school personnel after all circumstances surrounding the violation have been reviewed.

The principal of the school is responsible for all matters pertaining to the co-curricular and extra-curricular programs. In an effort to maintain consistency within the district, the procedure outlined below should be followed:

First Offense:

- Verbal warning
- Written reprimand, if deemed necessary

Second Offense:

- A letter of reprimand in director's file
- Reflected on director's evaluation

Third Offense:

- Administrative hearing
- Any other actions that are deemed necessary, which may include but not be limited to, suspension, possible loss of compensation, or termination from teaching



**ARTICLE III  
COUNTY MUSIC ORGANIZATION**

- 3.1 The ultimate policymaking authority in this county is the School Board of Hillsborough County, Florida and, as such, is responsible for all aspects of the public school program. The logical chain of command for initiating or changing policy is as follows:
- A. Individual School Music Personnel/Instructors  
Suggested policy changes at this level will pass through the school's Assistant Principal for Administration (APA), who will in turn submit all proposed policies to the school principal for approval.
  - B. Supervisory Staff  
The Supervisor of Secondary Music will be the liaison between the Secondary Principals' Council and the Superintendent's staff.
  - C. Secondary Principal's Council  
Any policy change recommendations initiated by the Supervisor of Secondary Music will pass through this council.
  - D. County Administrative Staff  
The Superintendent's staff will review all policies initiated at a lower level before its submission to the School Board.

NOTE: POLICY CHANGE MAY BE INITIATED AT ANY LEVEL OF THE COUNTY MUSIC ORGANIZATION

- 3.2 The following are the roles and responsibilities:
- A. Supervisor of Secondary Music – The Supervisor is responsible for the development of the county co-curricular music program. His or her duties will encompass the following areas:
    - 1. Provide schools with consistent, unified leadership in their co-curricular music program. Provide management leadership that will enable all schools to develop their individual music capabilities to the fullest extent and thereby provide the Hillsborough County school system with the maximum benefits to be derived from balanced, well-managed, and well-operated co-curricular music programs.
    - 2. Encourage schools to provide music opportunities to all secondary school students.
    - 3. Serve as liaison representative of the County Administrative Staff on Secondary Principal's Council.
    - 4. Interpret Board policy to the extent necessary to provide guidance for schools.
    - 5. Coordinate the purchase of music uniforms and equipment by means of the bid process.
    - 6. Conduct an annual review of "Music Co-Curricular Guidebook of Procedures."
  - B. Secondary School Principals - The Principal of the school is solely responsible for the operation of their school, including any and all matters pertaining to the music program. The Principal recommends appointment of music personnel. The Principal must approve all music contracts.

NOTE: All hosting contracts involving guarantees must be submitted to the Principal for approval.

C. Duties of Assistant Principal for Administration (APA) as Related to Music Programs – The APA will coordinate the secondary school music program in conjunction with the music director. The APA is charged with the responsibility of supporting the music program within the limits of policies established by HCPS. They should work with the director to plan, adjust, and administer a program that is in harmony with the total school program, and that will promote good relations among the faculty and the student body. They will be responsible for the following:

1. Direct and supervise scheduling of all music performances.
2. Arrange for ensemble transportation.
3. Procure areas for practice and performances.
4. Supervise and request maintenance of music facilities.
5. Maintain up-to-date inventory of music equipment.
6. Coordinate use of school facilities by other schools and/or organizations.
7. Priority should be given to site based co-curricular programs when scheduling venues through Facilitron.
8. Maintain an active program to promote sportsmanship and the welcoming of visiting programs and guests.
9. Take care of all matters pertaining to the music department not specifically mentioned above.
10. Contribute to the success of the Co-Curriculum Program.
11. Contact the Supervisor of Music for clarification.

NOTE: Refer to County Guidebook of Policies and Procedures for additional duties that are non-music related.

D. Music Directors - The Director will ensure the welfare of the student, and that each music domain has definite contributions to the overall development of the program, the school, and the community. Responsibilities of all Music Directors include, but are not limited to the following:

1. Report to the APA for the proper operation and supervision of their program. Direct supervision shall be maintained until all students have exited the campus after a practice, rehearsal, or performance.
2. Adhere to their school, principal, county and state administrative policies.
3. Provide for care and storage of equipment.
4. Provide for a complete inventory of equipment.
5. Coordinate Co-Curricular schedules with the APA as it pertains, but is not limited to, facilities, travel, rehearsals, practices, and performances.
6. Attend meetings (local and state) pertaining to their domain (i.e. District Florida Bandmasters Association (F.B.A.), Florida Orchestra Association (F.O.A.), and Florida Vocal Association meetings (F.V.A.).
7. Submit transportation requests to APA ten days prior to event.
8. Make certain that the Assistant Principal for Student Affairs has a list of students making a trip when it requires loss of time from school. Document the amount of class time they will miss and complete the proper release form.
9. Supervise facilities used by their ensembles. Turn in to the APA any needed maintenance requirements.
10. Carry out the policies and procedures of music programs as approved by HCPS and the Florida School Music Association.
11. Request equipment needs.
12. Submit all end-of-the-year reports requested by the principal.
13. Assume responsibility for all matters assigned to you by the APA that are not mentioned above.

14. Adhere to all safety procedures developed by Hillsborough County Public Schools.
  15. Fill Out Accident Report as needed (On-Line)
  16. Maintain an attendance roster for all students attending summer camp.
  17. Identify, access, and implement students' 504 Accommodation Plan and the Individual Education Plan (I.E.P.), if applicable.
  18. Records:
    - a. Heat Illness Prevention course for students through Home Campus.
    - b. Heat Illness Prevention course for staff members.
    - c. Medical Information and Medical Release Forms. Note: Only Directors should have access to the information through Home Campus.
  20. Approved Technological Platform (CUT TIME)
    - a. Parents/Guardian should input all the students' information.
    - b. Only Music Directors should have "full access" to all students' information. Parents (boosters) are only permitted to have a "lower access" to student accounts.
    - c. All homework assignments, including those that require a Mp3 or video to be submitted for a grade, should be done via Canvas and/or the Hillsborough County Schools communication platform.
- E. Music Staff Members – Staff Members should remember that their contribution to the total program is to assist the Music Director in the successful operation of the program; however, individual ingenuity and enthusiasm will always be outstanding attributes of the successful Staff Member. All ideas, both of critical and constructive nature, should be channeled through the Music Director. Responsibilities of the Music Staff Member:
1. Directly reports to the Music Director.
  2. Be loyal to the Music Director and carry out their teaching philosophy.
  3. Teach that phase or those phases of the music program that the Music Director designates.
  4. Carry out the policies and procedures of the Music Department.
  5. Fingerprinting required (Level 2 see page 29-30).
  6. Must have an HCPS Email Account when emailing students. To request a new HCPS Email account, please contact your site administrator.
  7. Complete "Heat Illness Prevention" course for marching band, band auxiliary, indoor guard, and indoor percussion staff. See Article V.
  8. Communicate and coordinate with music director as it pertains to securing equipment and school facilities for practices, rehearsals, and performances.

**ARTICLE IV  
DRESS CODE**

- 4.1 In order to exhibit quality professionalism in its highest standard and to promote unity among music teaching staffs, each school, through its Principal, will determine their own dress code for work purposes, and it will then be the responsibility of each staff member to comply with that established standard.

Student musicians must adhere to the dress code policy of Hillsborough County Public Schools at all times.

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**ARTICLE V**  
**HEAT ACCLIMATIZATION FOR OPERATION OF CO-CURRICULAR PROGRAMS**  
**IN HILLSBOROUGH COUNTY PUBLIC SCHOOLS**

5.1.1 Heat Acclimatization

- A. Heat illness is a cause for concern for high school student-performers beginning pre-season practices/rehearsals in the warm, summer months and other times of extreme heat. The most serious heat illness, exertional heat stroke, is one of the leading causes of preventable death in these students. Heat production during intense exercise is 15 to 20 times greater than at rest and can raise body core temperature one to two degrees Fahrenheit every five minutes unless heat is dissipated. The following provides guidelines and procedures for conducting preseason practices, rehearsals and camps to insure the well-being of student-performers.
- B. Required Training for all Band Directors and Staff Members. As per Policies **40.1.1, 41.1** and 42.1.1, all student-athletes-band-ROTC are required to watch the following Free NFHS Learn courses annually.

**1. Concussion in Sports – What You Need to Know**

<https://nfhslearn.com/courses/concussion-in-sports-2>

**2. Heat Illness Prevention**

<https://nfhslearn.com/courses/heat-illness-prevention-2>

**3. Sudden Cardiac Arrest**

<https://nfhslearn.com/courses/sudden-cardiac-arrest>

**Course Ordering**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: **"Sign In"** to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.

**OR**

If you do not have an account, **"Register"** for an account.

Step 3: Click **"Courses"** at the top of the page.

Step 4: Scroll down to the specific course from the list of courses.

Step 5: Click "View Course".

Step 6: Click **"Order Course."**

Step 7: Select **"Myself"** if the course will be completed by you.

Step 8: Click **"Continue"** and follow the on-screen prompts to finish the checkout process.

(Note: There is no fee for these courses.)

**Beginning a Course**

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com).

Step 2: **"Sign In"** to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.

Step 3: From your **"Dashboard,"** click **"My Courses"**.

Step 4: Click **"Begin Course"** on the course you wish to take.

For help viewing the course, please contact the help desk at NFHS. There is a tab on the upper right hand corner of [www.nfhslearn.com](http://www.nfhslearn.com). If you should experience any issues while taking the course, please contact the NFHS Help Desk at (317) 565-2023.

Step 5: You will receive an email to your inbox confirming the class

**Step. 6: When you have completed the course please send your Assistant Principal of Administration each certificate of completion**

Recommendation: All parent volunteers are strongly encouraged to educate themselves by viewing the FREE NFHS online education course "Heat Illness Prevention." This free NFHS heat illness course may be viewed online at [www.nfhslearn.com](http://www.nfhslearn.com).

- C. Intent - The intent of this section is to require all schools to follow a preseason acclimatization and recovery model for all outside activities that enhances student-performers well-being. The guidelines also requires individuals and schools to select and promote a method of environmental monitoring to be used outside the acclimatization period and comply with standard recommendations for practice modifications, for the safety of the student-performer.
1. These guidelines provide general regulations for conducting preseason practices, rehearsals, and camps for secondary school-age student performers and to provide recommendations for student safety.
  2. These guidelines should be applied before and during the academic year to ensure the students arrive with and maintain adequate marching-specific conditioning.
  3. Band Directors and Staff Members using these guidelines are responsible for prudent judgment with respect to each practice, student and facility and each student is responsible for exercising caution when following these general requirements.
- D. Rationale - The recommendation of the NFHSA Sports Medicine Advisory Committee (SMAC) and the National Athletic Trainers' Association's (NATA) Secondary School Committee, that all marching arts activities use acclimatization and recovery principles to develop their preseason practice and rehearsal schedules for the purpose of enhancing the student performers well-being, is based on the following: The primary focus of the preseason period should be to provide an adjustment period to the intensity and duration of exercise and environmental conditions. These procedures are based upon medical literature. Careful consideration should be given to the various levels of fitness in the high school student-performer.
- E. Definitions
1. Practice - Practice is defined as one continuous period of time in which a participant engages in physical activity whether inside or outside. It is required that each practice be no more than three hours (3 hours) in length. Warm-up, stretching, and cool-down activities are to be included as part of the official practice time.
  2. Rehearsal - A rehearsal is defined as a music only segment that takes place indoors and should not exceed more than three hours (3 hours) in length. Sectionals may or may not be included in this segment at the discretion of the director.
  3. Acclimatization Period - The acclimatization period is defined as the first days of a student-performers' participation at band camp or the first day a student begins practice. All student-performers, including those who arrive to band camp after the first official day of practice, must adhere to the safety precautions afforded by this acclimatization policy. This period does not restrict a students' availability to participate in a contest but does restrict the amount of total hours a student can participate on a daily and weekly basis.
- F. Defining Heat Related Illnesses (Heat Cramps)
1. Signs and Symptoms
    - a. Occurs when sweating depletes the body's salt and moisture levels when sweating depletes the body's salt and moisture levels
    - c. Heavy sweating during intense exercise
    - d. Muscle cramps, pain or spasms in the abdomen, arms, or legs

2. Treatment
  - a. Stop physical activity and move to a cool place
  - b. Drink water or a sports drink
  - c. Wait for cramps to go away before you do any more physical activity
3. Get medical help right away if:
  - a. Cramps last longer than 1 hour
  - b. The student or staff member is on a low-sodium diet
  - c. If the student or staff member has a heart problem
4. Heat Exhaustion (Signs and Symptoms)
  - a. The body can no longer keep blood flowing to supply vital organs and at the same time send blood to the skin to reduce body temperature.
  - b. Headache
  - c. Nausea
  - d. Dizziness
  - e. Weakness
  - f. Irritability
  - g. Thirst
  - h. Heavy sweating
  - i. Elevated body temperature
  - j. Decreased urine output
5. Treatment
  - a. Call 911 for heat exhaustion
6. Help the victim to cool off by:
  - a. Resting in a cool place
  - b. Drinking cool water, if able to swallow
  - c. Removing unnecessary clothing
  - d. Loosening clothing
  - e. Applying a cool compress on the head, face, and neck
7. Heat Stroke (Signs and Symptoms)
  - a. Occurs when the body can no longer cool itself and body temperature rises to critical levels
  - b. Confusion
  - c. Irrational behavior
  - d. Loss of consciousness
  - e. Convulsions
  - f. Lack of sweating
  - g. Hot, dry skin
  - h. Abnormally high temperature
8. Treatment
  - a. Call 911 for heat stroke
9. Provide immediate care
  - a. Move to a shaded, cool area
  - b. Remove outer clothing
  - c. Cool the victim with cool water
  - d. Circulate air around the victim to speed cooling
  - e. Place cool wet cloth on the head, neck, armpits, and groin area

- G. Walk-Through - A walk-through shall be defined as an additional teaching/learning opportunity for student-performers and directors. The duration of any walk-through must not exceed one hour in length. A walk-through may occur on a day of a practice or rehearsal.

H. Procedures

1. Recommendation: Prior to participation in any preseason practice activities, all student-performers are highly suggested to undergo a Pre-Participation Physical Evaluation.
2. The student and parent or legal guardian, duly appointed by a court of competent jurisdiction, must submit medical release forms provided by the Supervisor of Secondary Music prior to any student starting band camp.
3. Students at band camp should not be outside for more than 3 hours or between the hours of 12 p.m. and 4 p.m.
4. If a practice session is interrupted by inclement weather or heat restrictions, it is required the session be divided for the good of the student-performer's welfare as long as the combined total practice time for that session does not exceed three (3) hours. The addition of a walk-through session in this situation is acceptable provided it is added because of a weather-related disruption and occurs inside an air-conditioned facility.
5. A walk-through is permitted during Days 1 – 5 of the acclimatization period. However, a one-hour recovery period is required between the end of practice and the start of the walk-through or vice-versa.
6. Band Camp Recommendations: the first two (2) days of camp are suggested to teach students marching fundamentals and drill without instruments and students may be outside or in a climate controlled facility at the discretion of the director (with frequent water breaks), days 3-4 instruments should be added and students should start being acclimated to outside environments if the gym was utilized for the first two days. Student-performers who begin practice with a band after the start of practice will be required to follow this same 4-day procedure.
7. Band Camp should consist of a Rehearsal (not to exceed 3 hours) and a Practice (not to exceed 3 hours) with at least an hour of rest in between the two activities. One walk-through session may be added to a day with a single practice session, with a minimum of three (3) hours of continuous rest time between the practice and walk-through. Band Camp may include meal times and team bonding activities.
8. On days when two practices are conducted, it is required that either practice not exceed three (3) hours in length and student-performers not participate in more than five (5) total hours of practice activities on these days. Warm-up, stretching, and cool down activities are included as part of the practice time. Practices must be separated with at least three hours of indoor time between the end of the first practice and the beginning of the very next practice. A walk-through is not permitted on days that have two (2) practices. Weekly practice time shall not exceed fifteen hours.
9. On days when a single practice is conducted, it is required that practices not exceed three hours (3 hours) in length. A walk-through is permitted after a break between the end of the first practice and the walk-through, or vice-versa. All practices/rehearsals will be prohibited between the hours of 9:00 p.m. through midnight and midnight through 6:00 a.m.
10. On competition days, marching bands may ONLY have a combined 3 hours of practice and rehearsal with a walk-through.



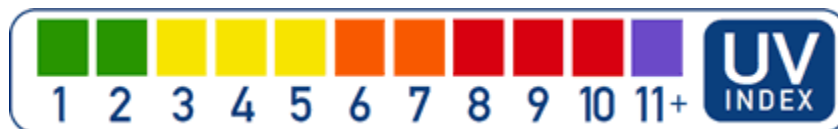
- I. Written Practice/Rehearsal Plans - A written practice and rehearsal plan in compliance with these procedures shall be prepared in advance by the band director prior to every practice/rehearsal and maintained by the band director and kept for a period of 6 months. Such practice plans shall be made available upon request.
- J. Adaptive Outside Co-Curricular and Extra Curricular Guidelines  
IDEA 2004 requires that students with disabilities receive adaptive outdoor services, specially designed if necessary. If a student has a disability and an IEP, the school will provide accommodations as part of the student's education program.

Directors need to be aware of any student health concerns. Directors will provide modifications (VIA: IEP/504 plan) with the guidance of a paraprofessional to ensure the student is engaged in the educational process through the accommodations provided.

Many students with disabilities can safely and successfully participate in general Co-Curricular and Extra Curricular activities, with or without accommodations and supports. However, some children benefit from socially designed or adapted physical education. Content in adapted Co-Curricular and Extra Curricular activities should mirror the general education curriculum to the greatest extent possible.

Each Next Generation Sunshine State Standard has three modified versions written as Access Points. These Access Points cover the spectrum of higher-functioning students with disabilities to higher needs students with disabilities, and are written as "Independent", "Supported", and Participatory."

- K. UV Index Scale



0 to 2: Low  
3 to 7: Moderate to High  
8+: Very High to Extreme

The Shadow Rule

An easy way to tell how much UV exposure you are getting is to look for your shadow:

- If your shadow is taller than you are (in the early morning and late afternoon), your exposure is likely to be lower.
- If your shadow is shorter than you are (around midday), you are being exposed to higher levels of UV radiation. Seek shade and protect your skin and eyes.

- L. Return to Co-Curricular and Extra Curricular Activities

If a student has experienced a heat related illness a doctor's note will be required for the student to return back to marching band.

## ARTICLE VI

### DESCRIPTION OF TERMS FOR MARCHING BAND AND BAND AUXILIARY PROGRAMS IN HILLSBOROUGH COUNTY PUBLIC SCHOOLS

6.1 Participants in the programs listed below must be registered students in Hillsborough County Public Schools. Middle School Students (Grade 6-8) cannot participate in any activity associated with High School. (Grade 9-12).

- A. Marching Band - Participants are students registered for a music course who perform on musical instruments while executing body movement (Marching/Standing and Playing). Marching Bands typically perform, but are not limited to, parades, sports events, pep rallies, and community celebrations.
- B. Band Auxiliary - Participants are students that audition for the visual ensemble that compliments and performs with the marching band. This visual ensemble includes, but is not limited to, flag corps (color guard), dancers, majorettes, rifle (mock) team, saber team, and pom-pom squad. It should be noted that these ensemble groups are not affiliated with the cheerleaders or JROCT organizations. Band Auxiliary ensembles are typically an extension of the Marching band program. Also, Eurythmics is offered at some high schools as a band auxiliary class.
- C. Winter Guard - This activity is an indoor event that uses a combination of flags, sabers, mock rifles, miscellaneous equipment, as well as dance and other interpretive body movements. A heavy tarp like material is placed on the gymnasium floor for staging and to protect the floor's surface. Performing and competing occurs in the spring semester. In the event a school does not offer this activity for participation, students may petition to participate a school that does offer this activity provided the music director and administration from both schools grant petitioners permission to audition for the activity.
- D. Indoor Ensembles - Students must be registered for a music course and perform on a musical instrument. These ensembles usually rehearse and perform indoors in an auditorium/cafeteria/gymnasium setting. Occasionally, indoor ensembles may hold an outdoor performance, but they do not perform in the same capacity as the marching band. These ensembles include, but are not limited to, concert band, percussion ensemble, jazz band, pep band, brass ensemble, and woodwind ensemble.
- E. Indoor Drum Line - Students must be registered for a music course and perform on percussion instruments. This consists of battery (marching percussion equipment) and front ensemble instruments (concert percussion equipment). This event differs from traditional percussion ensembles because it includes visual performance and movement like the winter guard and competes in the spring semester. This activity uses a tarp-like material that is placed on the gymnasium floor for staging and to protect the floors surface. In the event a school does not offer this activity for participation, students may petition to participate a school that does offer this activity provided the music director and administration from both schools grant petitioners permission to audition for the activity.

## ARTICLE VII

### **POLICIES AND REGULATIONS FOR OPERATION OF MARCHING BAND AND BAND AUXILIARY PROGRAMS IN HILLSBOROUGH COUNTY PUBLIC SCHOOLS**

#### 7.1 Marching Band and Band Auxiliary programs.

##### A. Differentiation of Key Terms

1. Practice - a practice is defined as time spent **outdoors**, as a section or full ensemble, engaged in the physical activity of marching (i.e. learning/cleaning drill, fundamentals block, marching sectional)
2. Rehearsal - a rehearsal is defined as time spent **indoors**, as a section or full ensemble, engaged in the repetition of performance fundamentals and musical elements
3. Walk-Through - A walk-through shall be defined as an additional teaching/learning opportunity for student-performers and directors. The duration of any walk-through must not exceed one hour in length. A walk-through may occur on a day of a practice or rehearsal (i.e. walking through drill sets without instruments).

B. Hours - Both rehearsal and practice time will not exceed three hours each. All practices/rehearsals will be prohibited between the hours of 9:00 p.m. through midnight and midnight through 6:00 a.m. A maximum of three (3) hours of combined rehearsal and practice time will be allowed per school day. On non-student days, activities should not exceed three (3) hours of rehearsal AND three (3) hours of practice, with a one (1) hour allotted time for a walk-through. NOTE: Bye weeks and available Friday evenings are considered academic days and must adhere to the 3-hour practice maximum.

C. Breaks - During practice, for every 25 minutes of activity, participants should be allotted 5 minutes to get water AND find shade.

D. Summer Rehearsals - Band Camps will not begin prior to three weeks before the first official student day. Each day shall not exceed the allotted hours of a non-student day. Prior to the beginning of band camp, one (1) rehearsal each week is permitted. Icebreakers/mini camps for the purposes of preparation and planning are permissible for up to one week after the end of the school year.

E. Clearance from Home Campus - All students wishing to participate in marching band must have completed the official medical release in Home Campus.

F. Physical Examination - It is highly recommended that every student participant receives an annual physical examination prior to participating in marching band activities.

G. Football Jamboree – This is an optional event for marching bands. All paperwork must be completed before students can participate. Note: no bus funding will be allocated for this pre-season event.

H. Pre-Game Ceremony - Pregame ceremonies will begin ten minutes before the scheduled start of a contest and are limited to five minutes in duration. Pregame ceremonies will include the National Anthem. The National Anthem will be played only as a part of the pregame ceremony by one ensemble (a combined band is allowed). The Alma Maters may be played only during the pregame ceremony. NOTE: Before the Pledge of Allegiance and the performance of the National Anthem and Alma Maters, a proper announcement should be made over the public

address system asking the audience to stand. All band members must be clear of the field by the expiration of time on the pre-game clock.

- I. Half-time - Both Hillsborough County bands (host and visiting) will have the opportunity to perform during the half-time period at all football games. Out-of-county bands can be invited using FSMA criteria. There will be a 17-minute half-time period that will not begin until the playing field is clear of all non-band personnel. Each band will be allowed a maximum length of 8½ minutes during half time.

NOTE: The host (home team) Band Director will be responsible of ensuring that the time of the half-time performance will not exceed 17 minutes. It will be the responsibility of the host band to cut its performance time if the visiting band exceeds its allotted time. Violation of the time schedule will be reported to the Director of Athletics and the Supervisor of Secondary Music by the administration of the host school. Copies of the letter indicating the infraction will be furnished to the visiting principal and to both band directors.

NOTE: Fines will be assessed due to bands not complying with time restrictions if flag thrown:

- 1<sup>st</sup> – Warning plus \$50.00
- 2<sup>nd</sup> - \$250.00
- 3<sup>rd</sup> - \$500.00 and miss next away game

Special Note: The football teams will not enter the playing field or sidelines of the playing field until both bands have completed their performance. Warmup by the football team will be conducted beyond the end line of the end zone. An additional 3 minutes will be immediately started for the teams to warm up. All band performances and personnel shall clear the field and sidelines during this time.

- M. Post-game - Postgame shows are permitted when agreed upon by both principals. Security should be of prime consideration when a postgame show is considered (Exiting of all bands will be accomplished without any activities other than an orderly march with cadence from drum.)
- N. Homecoming - Homecoming festivities are at the discretion of the HOME band. It is the responsibility of the home director to contact the visiting band and provide them with performance details and options. Depending on distance and performance opportunities, attendance is at the discretion of the visiting band director. The visiting ensemble MUST be given an opportunity to perform under the time allocation of half-time performances (pre-game, half-time, or post-game).
- O. Third Quarter Break - It is suggested that student participants be given the opportunity to rest during the quarter immediately following the half-time performance. This will serve as an opportunity for students to eat and hydrate. An exception to this will be if the band is provided a sufficient meal prior to the game and provided hydration throughout the duration of the game.
- P. Playing in the Bleachers - Both ensembles should take opportunities to play in the stands. Each ensemble is allowed to play when their team is on defense. Exceptions to this rule: first down chants and touchdowns/PAT. Each band should be courteous to the other ensemble and not play at the same time. As a best practice, visiting bands should be given the option to play first at the end of the first quarter break, regardless of possession. Home bands will be given the same courtesy first after the third quarter break.

- Q. Change of game - Varsity games will be scheduled on Fridays only. Exceptions may be made if approved by the Director of Athletics. When the official day of a game is moved to any day other than the originally scheduled day, it is at the discretion of the HOME band to determine band participation. Away Bands are NOT required to be present and will defer to the decision of the Home Band. It is the responsibility of the Away Band Director to reach out to the Home Director to determine participation.
- R. The use of tobacco products by participants and instructors during practice, rehearsal, or performance time is prohibited.
- S. Exam Week Restrictions
  - 1. No performances will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
  - 2. Practice for all ensembles will be limited to two hours per day during mid-term and final exams.
- T. Only bands, majorettes, dancettes, color guards, auxiliary units, and drill teams will perform at half-time.
- U. No football stadium lights will be turned out for pregame or half-time performance.
- V. Chaperones are admitted with the team or band only and must be identified by the band director.
- W. All members of the band and auxiliary units must have insurance coverage in the method determined by HCPS Safety and Risk Management.
- X. Band Directors are responsible for identifying and implementing the 504 Accommodation Plan and the Individual Education Plan (I.E.P.), if applicable.

## 7.0 Home Campus

- A. ALL STUDENTS MUST COMPLETE THIS CLEARANCE EVEN IF COMPLETED IT FOR THE PREVIOUS SCHOOL YEAR
- B. Home Campus/Athletic Clearance Participation Instructions and Requirements for Athletics, JROTC, Band, and Band Auxiliary
- C. The application for extracurricular participation will only be submitted electronically and can be found on the Hillsborough County Public Schools Athletics Department website at: <https://www.sdhc.k12.fl.us/doc/list/athletics/student-forms/39-285/or> can be directly accessed on the Athletic Clearance website: <https://athleticclearance.fhsaahome.org/>
- D. All students participating in Athletics, JROTC, Band, and Band Auxiliary will be required to complete, submit, and receive verification of clearance prior to being allowed to participate in extracurricular participation at any Hillsborough County Public School. This includes participation in conditioning, tryouts, practice, contests, and approved off-season activities

# **HOME CAMPUS REQUIRMENTS**

(Must be cleared by Assistant Principal of Administration)

## **BAND AUXILIARY/INDOOR DRUMLINE**

(Flags, Rifles, Sabers, Dance, Winter Guard, Indoor Drumline)

- Activated: 5/15/23

### **REQUIREMENTS:**

1. Signatures
  - a. General Information (Medical Release)
  - b. EL3 & EL2 (Physical)
  - c. Title IX and Inappropriate Sexual Behavior Document
2. Uploads
  - a. FHSAA Concussion Video Certificate
  - b. FHSAA Heat Illness Certificate
  - c. FHSAA Sudden Cardiac Arrest Certificate
  - d. Government Issued Photo ID

## **MARCHING BAND**

(Brass, Woodwinds, Percussion, Drum Majors)

- Activated: 5/15/23

### **REQUIREMENTS:**

1. Signatures
  - a. General Information (Medical Release)
  - b. Title IX and Inappropriate Sexual Behavior Document
2. Uploads
  - a. FHSAA Concussion Video Certificate
  - b. FHSAA Heat Illness Certificate
  - c. FHSAA Sudden Cardiac Arrest Certificate
  - d. Government Issued Photo ID

**NOTE: Government Issued Photo ID are only used for signature purposes only.**



**FIELD TRIP MEDICAL RELEASE FORM**

This form is used for recording parental permission for medical and/or surgical treatment in case of medical concerns on a field trip. A notarized signature is required for an overnight or out-of-state field trip.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student #: \_\_\_\_\_

Location of Field Trip: \_\_\_\_\_ Date(s) of Field Trip: \_\_\_\_\_

As the parent and/or legal guardian of (*print student name*): \_\_\_\_\_,  
 I authorize Hillsborough County Public Schools, its agents, employees, and other officers to procure and consent to any medical emergency treatment, including hospital care, to be rendered to my child by or under the supervision of a licensed health care provider. The parent/legal guardian is responsible for any fees or costs. My signature below represents consent and agreement to the matters stated above.

\_\_\_\_\_  
*Parent/Guardian Signature* \_\_\_\_\_  
*Date*

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

SUBSCRIBED and sworn to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Notary: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Student's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone (Day): \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone (Day): \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Family Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician Address (street, city, state): \_\_\_\_\_

Check any health conditions that apply (if none, leave blank). Allergies \_\_ Asthma \_\_ Diabetes \_\_ Seizures \_\_  
 Heart condition \_\_ Other (please describe): \_\_\_\_\_

Medications prescribed: \_\_\_\_\_

Hospital preference: \_\_\_\_\_

*NOTE: In the event of an emergency medical situation, the chaperone/teacher will call 911 and all attempts will be made to contact the student's parent/guardian regarding the emergency.*

Distribution: Office, Teacher to take original on field trip  
 SB 77506 (Rev. 4/24/14) BMT 5/20/14

Applicant Name \_\_\_\_\_

School \_\_\_\_\_

Interview Date \_\_\_\_\_



**Hillsborough County**  
PUBLIC SCHOOLS  
Preparing Students for Life

**2023-2024**

**BAND STAFF PERSONNEL PACKET**

All Band Staff Personnel<sup>1</sup> must annually complete this packet and ensure contact numbers and emergency information is kept current during the school year. Non-disclosure of all information may result in denial of application.

Once completely filled out, signed by the band staff personnel, band director and school administration; please forward the entire packet to the Band Director. Keep a copy at your site. The original will be returned to you with directions for further processing, or approval to begin teaching.

Fingerprinting for Band Staff is good for five (5) consecutive years (unless fingerprinted prior to 2020). The school must verify volunteer application, Level 2 status, and expiration date annually through the district's visitor and volunteer management system (Raptor), prior to any volunteer engagement.

**Please keep the original on file at your site for a minimum of 5 years.**

**CHECKLIST:**

- \_\_\_\_\_ 1. **Completed application including recommendation and Standards and Procedures**
- \_\_\_\_\_ 2. **Copy of Concussion In Sports course certificate of completion, copy of Sudden Cardiac Arrest, and copy of Heat-Illness Prevention course certificate of completion**
- \_\_\_\_\_ 3. **Band Director's signature**
- \_\_\_\_\_ 4. **School administration signature**
- \_\_\_\_\_ 5. **Submitted to School Administrator for preliminary check**
- \_\_\_\_\_ 6. **Fingerprinting and Volunteer Application verified** (using the district's visitor and volunteer management system, Raptor)
- \_\_\_\_\_ 7. **All originals returned to site with appropriate signatures**
- \_\_\_\_\_ 8. **Notify Band Director and applicant that they may begin teaching**

<sup>1</sup> Band Staff personnel is defined as any adult staff member (volunteer or paid) in the band program which includes but is not limited to Color Guard, Winter Guard, and musical ensembles assigned to the band director as a curricular, co-curricular, or extra-curricular program. **Current Hillsborough County School Employees and current State of Florida certified individual vendors are exempt from this packet EXCEPT: Required Concussion in Sports Course, Sudden Cardiac Arrest Course, and Heat Illness Prevention Course.**



**2023-2024  
APPLICATION FOR BAND STAFF POSITION**

**\* AN EQUAL OPPORTUNITY EMPLOYER \***

School District of Hillsborough County workplaces are drug-free. Representatives of the district are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Violation of the prohibition shall result in appropriate disciplinary action, up to and including termination.

**PERSONAL - PLEASE NOTIFY US OF ANY ADDRESS, TELEPHONE, OR NAME CHANGES.**

Name \_\_\_\_\_ School \_\_\_\_\_  
last first mi

Address \_\_\_\_\_  
street city state zip

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

Sex \_\_\_\_\_ Citizen of U.S? Yes  No

In Case of Emergency, contact: \_\_\_\_\_ Telephone \_\_\_\_\_

**RECENT OCCUPATIONAL EXPERIENCES**

From (Month/Year)	To (Month/Year)	Name and Address of Employer	Occupation

**Have you ever been an employee of Hillsborough County Public Schools in any job?** Yes  No

**If yes, under what name?** \_\_\_\_\_ **Employee#** \_\_\_\_\_

**Have you ever served as a volunteer for Hillsborough County Public Schools?** Yes  No

**If yes, dates of service?** \_\_\_\_\_

**CRIMINAL RECORD INFORMATION - ALL APPLICANTS PLEASE READ VERY CAREFULLY.**

**ATTENTION:**

Under provisions in Florida Statutes 943.0585 and 943.059, the entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records" and "expunged" records. Therefore, you are required to reveal such information on this application.

Be aware that falsification of records includes omission of information and constitutes grounds for ineligibility. Conviction of a crime will not necessarily be a bar to consideration. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect on suitability for service.

1) Have you ever been arrested or charged for a criminal offense other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes  No

2) Is there any criminal charge now pending against you other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes  No

3) Are you currently on probation or currently under any imposed requirements for charges other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes  No

**If YES to any of the above, give details below**

Date	Location of Charge(s)	Nature of Charge(s)	Disposition of Charge(s)	Is the record sealed?	Is the record expunged?

**PLEASE NOTE: The application of any person with a criminal history requires review and approval to determine eligibility for employment. If you have a criminal history, your application will be held in a pending file until the review process is complete.**

For each criminal charge listed, provide a narrative account of the circumstances leading to the charge. (You may attach additional pages.) Include in this statement,

- the level of the charge (felony or misdemeanor),
- the resolution of the charge, and
- the conditions imposed upon you as a result of the charge.

Depending on the nature and outcome of the charges described below, you also may be requested to secure and provide a copy of the arresting agency's report, verification of the court's ruling, and documentation of successful completion of imposed conditions.

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I certify that the answers given by me to the foregoing questions and statements are true and correct without any falsifications, omissions, or misleading statements of any kind whatsoever. I agree that the School District of Hillsborough County shall not be held liable in any respect if I am not used as a volunteer or if my services are terminated because of false or misleading statements or answers or omissions made by me in this application.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_



**2023-2024  
RECOMMENDATION FOR BAND STAFF POSITION**

I, \_\_\_\_\_, release any individual providing a reference to the School District of Hillsborough County from any liability relating to disclosure of my performance. I further acknowledge that a copy of this document is as valid as the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

	Excellent	Good	Average	Fair	Poor
Appearance					
English Usage					
Cooperation and Dependability					
Emotional Stability					
Mature Judgment					
Attendance					
Promptness					
Organization and Implementation of Work					
Rapport with Other Employees					
Discipline					
Motivation to "Go the Extra Mile"					
Overall Success at Your Business					

Comment if you wish to provide additional information regarding the ability, performance, and/or attitude of this applicant.

\_\_\_\_\_

\_\_\_\_\_

In what capacity have you known this applicant? \_\_\_\_\_

Was this person terminated (fired) from his/her employment/relationship with you? \_\_\_\_\_

Did this person resign in lieu of discharge from your employment/relationship? \_\_\_\_\_

Did you enter into any agreement with this person subject to references? \_\_\_\_\_

Would you employ (re-employ) this person? \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date



2023-2024

**STANDARDS AND PROCEDURES FOR BAND STAFF POSITION**

*The standards and provisions listed below shall not relieve any public school from its obligations pursuant to Florida Statutes, Department of Education regulations or district school board policy.*

1. The Principal shall adopt a procedure for assuring that each staff member who at any time is expected to assume teaching responsibilities of student-performers possess a clear understanding of state and district rules, policies, and regulations relevant to teaching responsibilities.
2. It is the responsibility of the band director to ascertain before a band staff personnel is assigned duties requiring knowledge of rules, regulations, or policies of a special nature that the band staff personnel possesses the necessary knowledge to perform such duties in a proper and reasonable manner.
3. The Principal shall adopt a procedure for assuring that each band staff member who at any time is expected to assume teaching responsibilities of the band director in promoting student-performer learning possesses a clear understanding of instructional practices and procedures relevant to assigned responsibilities. When the band staff personnel are assigned duties requiring knowledge of instructional practices of a specialized nature, it is the responsibility of the band director to ascertain in advance that the band staff personnel possesses the necessary knowledge.
4. Band Staff personnel who have not assisted before, shall be supervised in all assignments so as to provide immediate assistance to the band staff personnel at any time they are working directly with students. The length of the supervised practices may vary depending upon the capability and prior experience of the band staff personnel.
5. Band Staff personnel shall not be assigned or shall not assume any disciplinary responsibility.
6. Band Staff personnel shall not
  - a. Establish instructional objectives
  - b. Make decisions regarding the appropriateness of certain teaching materials for accomplishing objectives.
  - c. Make decisions regarding the relevancy of certain activities or procedures to the attainment of objectives.
7. The band director is responsible to the Principal or Principal's designee for a continued evaluation of the band staff personnel.
8. Band Staff Personnel must be fingerprinted prior to beginning work with student performers. The cost of fingerprinting will be borne by the band staff personnel. Fingerprinting will be valid for five (5) consecutive school years from the date of fingerprinting.
9. Band Staff personnel may be terminated at any time at the discretion of the Band Director/Principal without cause.

**The individuals whose names appear below acknowledge they have read and had opportunity to ask questions regarding contents of this agreement.**

\_\_\_\_\_  
Print name of Band Staff Personnel

\_\_\_\_\_  
Signature of Band Staff Personnel

\_\_\_\_\_  
Print name of Band Director

\_\_\_\_\_  
Signature of Band Director

\_\_\_\_\_  
Print name of Principal or designee

\_\_\_\_\_  
Signature of Principal or designee



**Hillsborough County**  
**PUBLIC SCHOOLS**  
Preparing Students for Life

I, \_\_\_\_\_ understand that I have been appointed as band staff personnel  
for the \_\_\_\_\_ school year at \_\_\_\_\_.  
(School Name – please print)

I understand that my appointment is on an “At Will” basis and I have no expectations of continued employment in this assignment. Furthermore, I understand the Principal/Director reserves the right to terminate my employment at any time, without cause at his/her discretion.

\_\_\_\_\_  
(Band Director Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Principal’s Signature)

\_\_\_\_\_  
(Date)



# Hillsborough County

PUBLIC SCHOOLS

Preparing Students for Life

## VOLUNTEER SERVICES SCREENING SUMMARY BAND COMMUNITY PARTNERS, MUSIC/BAND INSTRUCTORS (COACH), CHAPERONES

(UPDATED: 04/05/2023)

[volunteer.services@hcps.net](mailto:volunteer.services@hcps.net)

*\*All volunteers must follow the following protocols*

- All volunteers and community partners must complete the online HCPS Volunteer Application or have a verified current/active application on file. Notices of renewal are sent to applicants based on expiration date prior to 30 days of expiration. (Allow at least two-four weeks for processing).
- **Level 1** (National SOP, National, State and Local background check): ALL volunteers and community partners must be under District employee supervision (sight or hearing). *Group exposure, general, office workers, teacher assistants, community speakers, media center assistance, one-on-one supervised interaction with students, supervised tutors/on-site mentors, daytime field trip chaperones. Exceptions: Great American Teach-In and African American Teach-In guest speakers/presenters.*
- **Level 2** (Level 1 Eligible AND Fingerprinting): Any volunteer that has one-on-one unsupervised interaction with students. *Overnight Chaperones and any other occasion where the volunteer has limited supervision including some tutoring/mentoring programs (call for additional guidance). Prior to proceeding with Level 2 fingerprinting, volunteers must be determined Level 1 Eligible.*
- **Music/Band Instructors (Coach)** - (Level 1 Eligible AND Level 2 Fingerprinting required). **Music/Band Instructors (Coach)** must complete an HCPS volunteer application. On the “Functions Page” select “Music/Band Instructor – Level 2” **and** “Tutor – Florida Level 2”.
- Prior to proceeding with fingerprinting, Music/Band Instructors must be determined Level 1 Eligible. **Volunteer engagement is not permitted until Music/Band Instructor is verified Level 2 eligible using the district’s visitor and volunteer management system, Raptor.**
- Applicant will receive an email notification regarding Level 1 eligibility status **and** a separate email, within a week of Level 1 communication, with next steps for Level 2 Fingerprinting.

- Allow at least two weeks for fingerprint processing.
- Level 2 fingerprinting (overnight chaperones) is good for 3 consecutive years from the date of fingerprinting. Level 2 Fingerprinting (music/band instructor) is good for 5 consecutive years from the date of fingerprinting. However, schools should verify status annually using the district's visitor and volunteer management systems (Raptor).
- The volunteer application will remain active until fingerprint expiration date. Notices of renewal are sent to applicants 30 days prior to fingerprint expiration date.
- Schools should verify volunteer application, Level 2 status, and expiration date through the district's visitor and volunteer management system (Raptor).
- All volunteers, **even employees**, must complete the **HCPS Current Employee Volunteer Application**. Once current/active employment is verified, the status will be updated, and the school designated person will be able to verify via Raptor.

*Note: Please be reminded that an appropriate chaperone to accompany students on a field trip should be a responsible adult, 21 years of age or older (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel.*

*Before making any decision to appoint or employ a volunteer, the district/school is required to conduct a National Sexual Predator and Sexual Offender search (Florida Statute 943.04351). ALL sites and volunteers must allow for application review time and volunteer status to be determined **prior** to any volunteer activity.*