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CO-CURRICULAR GUIDEBOOK OF PROCEDURES COMMITTEE 2019

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Jason Allgair Band Director, Steinbrenner High School
Dakeyan Graham, Ph.D. Band Director, King High School
Jon Sever Band Director, Bloomingdale High School
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

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.
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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 should be organized and conducted in accordance with these six basic principles:

A. Co-curricular programs should be 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 should supplement rather than serve as substitutes for basic physical education programs, physical recreation programs, and intramural athletics programs.

C. Co-curricular programs should be 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 should 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. His or her 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 should be conducted in accordance with the letter and spirit of the rules and regulations of appropriate district, state, and national music associations.
ARTICLE II
PURPOSE OF THIS GUIDE

2.1 The purpose of this guidebook is:

A. To establish common understandings among administrators, teachers, parents, 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 his or her 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. He or she 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. He or she 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 athletic facilities by other schools and/or organizations.
7. Maintain an active program to promote sportsmanship and the welcoming of visiting programs and guests.
8. Take care of all matters pertaining to the music department not specifically mentioned above.

**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 complete inventory of equipment.
5. Coordinate schedules through the Assistant Principal of Administration.
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. Turn in transportation requests to APA.
8. Make certain that the Assistant Principal for Student Affairs has a list of students making a trip when it requires loss of time form 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. Fill out an accident report within 24 hours on any student who becomes injured during practice, rehearsal, or performance.
11. Carry out the policies and procedures of music programs as approved by HCPS and the Florida School Music Association.
12. Request equipment needs.
13. Submit all end-of-the-year reports requested by the principal.
14. Assume responsibility for all matters assigned to you by the APA that are not mentioned above.
15. Adhere to all safety procedures developed by Hillsborough County Public Schools.
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. Collect and maintain records of:
   a. Heat Illness Prevention course for students and staff members
   b. Medical Information and Medical Release Forms. Note: Only Directors should have access to the information.
19. CHARMS
   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 Edsby and/or the Hillsborough County Idea's website

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
6. Must have an SDHC Email Account when emailing students. To request a new SDHC Email account, please contact your site administrator.
7. Complete “Heat Illness Prevention” course. See Article V.
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.

FIND LINK for dress code.
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

1. All Band Directors and Staff Members will receive training to protect students and themselves from heat related exposure and illnesses. The training will include but is not limited to the following:
   - First Aid and Emergencies (course name: "First Aid, Health and Safety")
   - Heat Related Illnesses (course name: "Heat Illness Prevention")
   - Sudden Cardiac Arrest (course name: "Sudden Cardiac Arrest")
   - Traumatic Brain Injury (course name: "Concussion in Sports")

   All classes can be found at www.nfhslearn.com/courses. Teachers can create a free account to access the courses and follow these steps to complete each course:
   - Go to www.nfhslearn.com
   - Click on the name of the course listed above
   - Click “Order Now” and follow the checkout process
   - You will receive an email to your inbox confirming the class
   - When you have completed the course please send your APA or AP each certificate of completion

2. Requirement for Student Participants. All member student-performers are required 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.

3. 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.

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 require 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 NFHS 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 Suggestions: 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 gymnasium 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.

Be cautious of students who are sensitive to heat and sun exposure. If the student cannot be exposed to the heat, the teacher will provide modifications by working with the paraprofessional to ensure the student is engaged in the learning 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

![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 physical education.

References


ARTICLE VI
POLICIES AND REGULATIONS FOR OPERATION OF CO-CURRICULAR PROGRAMS
IN HILLSBOROUGH COUNTY PUBLIC SCHOOLS

6.1 Marching Band
A. Differentiation of Key Terms - Practice vs. Rehearsal

B. 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)

C. 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

D. 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).

E. 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.

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

G. 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.

H. Medical Release Forms - All students wishing to participate in marching band must have the official medical release form (SB77506). This is also a digitized copy for this form online. Note: Only the band director

I. Physical Examination - It is highly recommended that every student participant receives an annual physical examination prior to participating in marching band activities. In the event of a medical event, for medical occurrence that requires documentation, if a family that has chosen not to complete a physical, a written authorization from a doctor will be required before the student will be allowed to continue participation.

J. 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.
K. 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.

L. 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:

1st – Warning plus $50.00
2nd – $250.00
3rd – $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, dancerettes, 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.
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.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Student #:</td>
</tr>
<tr>
<td>Location of Field Trip:</td>
<td>Date(s) of Field Trip:</td>
</tr>
</tbody>
</table>

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:

| 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.*
2019-2020

BAND STAFF PERSONNEL PACKET

All Band Staff Personnel\(^1\) 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) school years. If fingerprinting is needed, the original packet should be sent with the band staff member to fingerprinting office at the ISC Building, 2920 North 40\(^{th}\) St., Tampa, FL. They must return the packet to the school site with the appropriate stamp indicating the process has been completed.

Please keep the original and stamped applications 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/complete process as directed by Band Director

_____ 7. All originals returned to site with appropriate stamps/signatures

_____ 8. Notify Band Director and applicant that they may begin teaching

\(^1\) 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.
2020-2021
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

<table>
<thead>
<tr>
<th>From (Month/Year)</th>
<th>To (Month/Year)</th>
<th>Name and Address of Employer</th>
<th>Occupation</th>
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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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location of Charge(s)</th>
<th>Nature of Charge(s)</th>
<th>Disposition of Charge(s)</th>
<th>Is the record sealed?</th>
<th>Is the record expunged?</th>
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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.

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_________________________
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_____________________________

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<tr>
<th>Appearance</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
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<tr>
<td>English Usage</td>
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<td>Cooperation and Dependability</td>
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<td>Emotional Stability</td>
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<td>Mature Judgment</td>
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<td>Promptness</td>
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<td>Organization and Implementation of Work</td>
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<td>Rapport with Other Employees</td>
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<td>Discipline</td>
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<td>Motivation to “Go the Extra Mile”</td>
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<tr>
<td>Overall Success at Your Business</td>
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</table>

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 ___________________________
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
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 Co-Curricular
Medical Information Form

This completed form must be kept on file by the school. This form is valid for 365 calendar days from the date of the evaluation and this form is non-transferable. A change of schools during the validity period of this form will require page 1 of this form.

Part 1. Student Information (to be completed by student or parent)

Student’s Name: ___________________________ Sex: ______ Age: ______ Date of Birth: ______

School: ___________________________ Grade in School: ______ Sport(s): ___________________________ Home Phone: (______)

Name of Parent/Guardian: ___________________________ E-mail: ___________________________

Person to Contact in Case of Emergency: ___________________________ Home Phone: (______)

Relationship to Student: ___________________________ Work Phone: (______)

Personal/Family Physician: ___________________________ Cell Phone: (______)

City/State: ___________________________ Office Phone: (______)

Part 2. Medical History (to be completed by student or parent). Explain “yes” answers below. Circle questions you don’t know.

1. Have you had a medical illness or injury since your last check up or sports physical? ______ Yes ______ No

2. Do you have any ongoing chronic illness? ______

3. Have you ever been hospitalized overnight? ______

4. Have you ever had surgery? ______

5. Are you currently taking any prescription or non-prescription (over-the-counter) medications or pills or using an inhaler? ______

6. Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance? ______

7. Do you have any allergies (for example, pollen, latex, medicine, food or stinging insects)? ______

8. Have you ever had a rash or hives develop during or after exercise? ______

9. Have you ever passed out during or after exercise? ______

10. Have you ever been dizzy during or after exercise? ______

11. Have you ever had chest pain during or after exercise? ______

12. Do you get tired more quickly than your friends during exercise? ______

13. Have you ever had racing of your heart or skipped heartbeats? ______

14. Have you had high blood pressure or high cholesterol? ______

15. Have you ever been told you have a heart murmur? ______

16. Have any family member or relative died of heart problems or sudden death before age 50? ______

17. Have you ever had a severe viral infection (for example, myocarditis or mononucleosis) within the last month? ______

18. Has a physician ever denied your participation in sports for any heart problems? ______

19. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, lice or pressure sores)? ______

20. Have you ever had a head injury or concussion? ______

21. Have you ever been knocked out, become unconscious or lost your memory? ______

22. Have you ever had a seizure? ______

23. Do you have frequent or severe headaches? ______

24. Have you ever had numbness or tingling in your arms, hands, legs or feet? ______

25. Have you ever had a sting, burn or pinched nerve? ______

26. Have you ever become ill from exercising in the heat? ______

27. Do you cough, wheeze or have trouble breathing during or after activity? ______

28. Do you have asthma? ______

29. Do you have seasonal allergies that require medical treatment? ______

30. Do you use any special protective or corrective equipment or medical devices that aren’t usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, shunt, retainer on your teeth or hearing aid)? ______

31. Have you had any problems with your eyes or vision? ______

32. Do you wear glasses, contact lenses or protective eyewear? ______

33. Have you ever had a sprain, strain or swelling after injury? ______

34. Have you broken or fractured any bones or dislocated any joints? ______

35. Have you had any other problems with pain or swelling in muscle tendons, bones or joints? ______

36. Do you want to weigh more or less than you do now? ______

37. Do you lose weight regularly to meet weight requirements for your sport? ______

38. Do you feel stressed out? ______

39. Have you ever been diagnosed with sickle cell anemia? ______

40. Have you ever been diagnosed with having the sickle cell trait? ______

41. Record the dates of your most recent immunizations (shots) for:

- Tetanus: ______
- Measles: ______
- Hepatitis B: ______
- Chickenpox: ______

FEMALES ONLY (optional)

42. When was your first menstrual period? ______

43. When was your most recent menstrual period? ______

44. How much time do you usually have from the start of one period to the start of another? ______

45. How many periods have you had in the last year? ______

46. What was the longest time between periods in the last year? ______

Explain “Yes” answers here: ___________________________

__________________________________________________________________________

We hereby state to the best of our knowledge, that our answers to the above questions are complete and correct. In addition to the routine medical evaluation required by s. 1101.08, we understand and acknowledge that we are hereby advised that the student should undergo a cardiovascular assessment, which may include tests such as electrocardiogram (ECG), echocardiogram (ECHO) and/or cardio stress test.

Signature of Student: ___________________________ Date: _____/____/____

Signature of Parent/Guardian: ___________________________ Date: _____/____/____