

# 2025-2026

# York Middle School Band

# Policies and Procedures

# Handbook

*REVISED 7.8.25*

*Addendums will be added to the online Handbook on Canvas and/or  
[www.yorkcougarbands.com](http://www.yorkcougarbands.com) as needed.*



# **York Middle School Band- Policies and Procedures Handbook**

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## **GENERAL PROGRAM HANDBOOK**

### ***INTRODUCTION***

Welcome to the York Middle School Band! We are excited to begin a school year full of music making. We will strive to acquire the highest standards of performance and stage presence and with your cooperation, commitment, and hard work we will continue a tradition of excellence.

This handbook is designed to answer any questions you may have concerning the band program at

York Middle School. The band program includes some of the most talented and dedicated middle school musicians around, and we are excited about the upcoming year. Please review the information carefully, then, sign the acknowledgement form that indicates both the student and a parent have read, understand, and agree to the conditions outlined in this handbook.

Students, as with all things in life, you will only get out of band what you put into band. Band is not a spectator sport, so put forth every effort, every day, and see how proud you will be of yourself and your band. Let's make this year truly superior! Maintaining a good attitude and committing yourself to acquiring good musical knowledge and skills is the way to be successful. Continue to do these things and you will have PRIDE in being part of a superior musical ensemble!

To our parents, I want to thank you specifically for supporting this wonderful endeavor for your child. I know that it takes extra time to bring your children to rehearsals, make sure they transport their instrument back and forth and just be a cheerleader at home when studying an instrument becomes "not as much fun" as it sounded at the first of the year. Thank you so much for all of the extra things you do to help your child and our school. I hope that each one of you has a positive experience in band this year. If you have any questions or concerns, please don't hesitate to contact me!

*I look forward to a great year of music making!*

*Alex Greenwood*

## **GOALS**

Every respectable organization must have high yet realistic goals that they can achieve with cooperation and hard work.

1. We will commit to doing our best in every practice and performance. Doing anything halfway is not worth the effort.
2. We will raise the level of comprehensive musicianship throughout the band program.
3. We will all strive to entertain our audiences and affect them with our energy, intensity, and enthusiasm.
4. We will strive for top marks at all adjudicated events.
5. We will be involved in our community and peer group through service and participation.
6. We will increase parent and community support.

These are REALISTIC and OBTAINABLE goals. It will take the efforts of every member, along with dedication, hard work, a love for music, and excellence, to be successful.

## **COURSE OFFERINGS**

Course Title	Semester
7 <sup>th</sup> Grade Woodwinds	Yearlong
7 <sup>th</sup> Grade Brass/Percussion	Yearlong
8 <sup>th</sup> Grade Woodwinds	1 <sup>st</sup> Semester
8 <sup>th</sup> Grade Brass/Percussion	1 <sup>st</sup> Semester
8 <sup>th</sup> Grade Concert Band	2 <sup>nd</sup> Semester (Required)
8 <sup>th</sup> Grade Jazz Band	2 <sup>nd</sup> Semester (Optional)

## ENSEMBLES/GROUPS

The YMS Band Program provides many opportunities for our students throughout the year.

7 <sup>th</sup> Grade Band	The 7 <sup>th</sup> grade band will build off fundamental skills learned in 6 <sup>th</sup> grade band. This ensemble will perform Grade II to III Music throughout the year and will have the opportunity to audition for a variety of honor ensembles with the possibility of a culminating adjudication at the end of the school year. Students may have the opportunity to perform at a local music festival (i.e. Carowinds, etc.). Students will perform at the Winter Production (Winter) and Band Revue (Spring).
8 <sup>th</sup> Grade Band	The 8 <sup>th</sup> grade band will build off skills learned in 7 <sup>th</sup> grade band. This ensemble will perform Grade III to IV Music throughout the year and will have the opportunity to audition for a variety of honor ensembles with a culminating adjudication at the end of the school year at the SCBDA Concert Performance Assessment. Students will perform at the Winter Production (Winter) and Band Revue (Spring). Students will participate in a trip to Dollywood Theme Park
8 <sup>th</sup> Grade Jazz Band	Advanced level large chamber ensemble learning Jazz style, history, and literature. Performs 2-4 times a year. Performs at the SCBDA State Jazz Performance Assessment (JPA), and Band Revue (Spring).

## COMMUNICATION

In order for our band to be the best that it can be, we cannot allow ourselves the luxury of making excuses or letting problems go unresolved. Good communication is vital if we are to maintain our Superior tradition!

### **Effective ways to communicate (for parents and students):**

- Seek guidance in Handbook, [www.yorkcougarbands.com](http://www.yorkcougarbands.com), York Cougar Band Facebook page, Canvas, or email newsletter;
- Email Mr. Greenwood- [AGreenwood@york.k12.sc.us](mailto:AGreenwood@york.k12.sc.us)

### **Forms of communication:**

- The band sends emails with news and reminders weekly.
- York Cougar Bands Facebook Page! “Like” York Cougar Bands to get our newsfeed and pictures
- Canvas – Become an “Observer” in your student’s Canvas course for course news, resources, and grade information.
- YMS Calendar – link on [www.yorkcougarbands.com](http://www.yorkcougarbands.com)
- Remind: Students and parents should be added to their associated Remind Groups. Updated Remind Class Codes may be found on Canvas.

## GRADING

### **Types of Graded Assessments**

Students will complete different types of assignments throughout the course to assess their progress and give feedback on their playing. Each assignment is designed to help the student improve as a musician.

#### **I. Playing Tests , Pass Offs, Classwork & Performances**

Students will typically have in person playing tests once a week (unless in preparation for a major performance). These will be conducted in class with grades posted on Canvas immediately after performing. The content may cover exercises from a method book, scales, or other selected exercises. Students who miss the in person playing test may retry the following week, upload via MakeMusic, or perform in person during morning practice time.

Pass Offs may cover scales, concert music, or other selected exercises. All Pass Offs will have 4 attempts or more to allow the student ample time to be able to pass off. Pass Offs are not about perfection. A student will generally pass their Pass Off if their performance is approximately 80% accurate. Pass Offs will be submitted via MakeMusic, recording on Canvas Studio and uploading, or in person.

Classwork will be assignments completed on paper, in class, or via Canvas. Each assignment will have criteria listed in a rubric on Canvas with the specific expectations required. Anything missed in class due to an absence will still be posted to Canvas and will need to be completed within the deadline.

All performances are mandatory and are posted on the YMS Calendar, Canvas, Remind, and email. Any excused absence must be communicated PRIOR to the event. Performances count as MAJOR GRADES. Alternative assignments may be given for students to receive credit. Failure to communicate an absence to a performance will result in a zero on the assignment and possible removal from the program.

**II. Calculation of Grades**

Minor Grades/Classwork- 50%	Major Grades/Performances- 50%
Playing Tests	Graded 0-100
Pass Offs	Graded 0 OR 100
Classwork	Graded via Rubric on Canvas
Performances	Graded 0 OR 100; Letter Grade deduction for missing materials or unexcused tardiness.

**III. Extra Credit**

Opportunities may be available during the course. This is typically in the form of an extra assignment on Canvas once a quarter.

**IV. Grade Deadlines/Missing Assignments**

If an assignment is submitted **after the due date** without a **valid excuse or prior arrangements**, the student will automatically receive a zero (0).

However, students will have **10 calendar days** from the original due date to submit the assignment with the following conditions:

- A **penalty of 5 points per day** will be deducted from the final score.
- The **maximum grade** a student can earn after the 10-day window is **50**.

Most cases where students receive low grades in Band are from a lack of turning in assignments. Communicating concerns, checking Canvas regularly, and trying will ensure success for all students!

Note- Students who continually miss assignments and performances may be removed from the program.

## **ATTENDANCE POLICY**

The time commitment and responsibility placed on each parent and member of band programs is realized. We try to keep this in mind when planning necessary rehearsal time needed for the success of our students, and attempt to choose and balance the number and quality of events in which we participate. Please see the "Grading" section of this handbook to indicate how grades are affected by attendance.

➤ **EXPECTATIONS:**

- 100% Attendance is expected/required of all members at rehearsals and performances. These dates will be clearly communicated well in advance.

➤ **ATTENDANCE POLICIES:**

1. Absences from rehearsals, or performances should be communicated to directors ASAP, or with at least one month's notice (unless extreme illness or emergency). This will enable directors, staff, and student performers to make necessary changes and adjust plans and/or performances.
2. Excessive absences and tardies may result in demotion or elimination from the performance.
3. Most **Wednesdays** are kept open for doctor's appointments, lessons, etc. Please schedule these accordingly.
4. Other school activities (i.e., club meetings) conflicting with rehearsal time/performances should be communicated in advance.

## **GENERAL EXPECTATIONS**

We expect personal conduct during school/after-school events to reflect favorably upon the school, the band, and fellow band members. Failure to comply with band, school, or civil regulations will result in the following depending on severity:

1. Warning/Demotion/Loss of privileges
2. Parent Call or Email/Alternative Assignment
3. Action by school administration
4. Removal from the Band Program

### **Expectations of every member:**

1. BE PROFESSIONAL (TIME and PLACE)
2. Be at least 10 min (but no more than 30) early to all practices and performances.
3. Look and listen when someone is speaking (LOOK and LISTEN).
4. No PDA (Public Display of Affection).
  - a. *PDA is defined as, but not limited to: holding hands, hugging, kissing, etc.*
5. Arrive at all class meetings, practices and performances with the correct equipment and positive attitude.
6. Make a real effort to learn and improve daily.
7. Become responsible for and expect to assume the consequences of your actions.
8. Treat your uniform, equipment, music, staff, and parent support with respect.
9. Follow all duties, school regulations and all travel instructions.
10. No gum, food, or beverages (other than water) in band facilities.
11. Keep cubby/locker clean, organized, and free of trash.
12. Keep up with your belongings – YMS and Band Directors are not responsible for personal items left un supervised.
13. DO NOT TOUCH OR PLAY ANY INSTRUMENT OR EQUIPMENT THAT DOES NOT BELONG TO YOU WITHOUT PERMISSION. This includes ALL percussion equipment, school owned instruments, computers, and other students' instruments.
14. If you think the behavior you are considering may cause trouble – DON'T DO IT!

### **General Procedures:**

Procedures are how we do things. Everything we do has a particular procedure. Here are a few of the basics:

- ✓ Leaving your seat -Raise hand to ask permission
- ✓ Entering Class/Rehearsal -Read instructions on board / bookbag in hallway/ locker/music / seat-position
- ✓ Asking/Respond to question -Raise your hand/Thumbs up on that? ALL CLEAR!
- ✓ Turning in fundraising \$ -Observe deadlines / Fill out appropriately / Turn in appropriately
- ✓ Listening to announcements -Everyone quiet/ Look and Listen
- ✓ Band Announcements -Check screen at beginning of class / listen to announcements / check email/ texts/ Facebook/Canvas
- ✓ Extra Help -Ask a more advanced student / set up session with staff or directors.
- ✓ Storing Music –neatly in band binder
- ✓ Setting Up -Each class responsible for setting up for their class.
- ✓ Instrument Cases -Place under chair / or behind you when standing

### **Use of the Band Facility:**

The use of the band facilities before, after, and during school is a privilege. Students who abuse the facilities will be disciplined accordingly. Any abuse or damage will be considered vandalism.

- **BAND ROOM HALL/ENTRYWAYS** - These areas should be free from loitering – especially before/after school, rehearsals or events.
- **BAND ROOM** - No horseplay or throwing things in/around the band room. All percussion equipment is off limits to anyone not specifically designated to use. Water only!
- **INSTRUMENT STORAGE CUBBIES** –For retrieving your instrument/equipment only. Cubbies are not for storing food, beverage, or loose clothing or papers.
- **LIBRARY** - The library should only be used by Directors, staff, chaperones & band librarians.
- **PRACTICE ROOMS** – For use by permission only!
- **BAND OFFICES** - All persons should keep in mind that this is a place of business. NO ONE should be in the band offices when director(s) are not present.

## ***SCHOOL INSTRUMENT AND EQUIPMENT USE AND CARE***

Each student who uses a school-owned instrument is responsible for the care of that property. If an instrument/equipment is damaged due to misuse or negligence, the student will be responsible for the entire cost of the repair or replacement. Malicious

damage to any instrument/equipment will be addressed under appropriate YMS and York School District One policies. Winds students may also be responsible for supplying himself/herself with an appropriate mouthpiece/reeds-unless otherwise directed. In order to keep our school inventory properly maintained and sanitized for each student, there is a rental fee of \$50 for all school owned instruments.

## **COPYRIGHT POLICIES & PROCEDURES**

By copyright law, you may not post videos of performances (or rehearsals) online, or on any form of social media. This also pertains to concerts. Scouts and lawyers (especially on YouTube) are cracking down on violations of copyright. If charged the fine could range from \$1,000-\$50,000 and possibly even more! Please be respectful and abide by these parameters. It's the law!

**Do I Need a License to Make a CD?** Yes, in order to produce audio recordings of a song, you must obtain a mechanical license, whether or not you are selling the recording for profit.

**Do I Need a License to Make a DVD?** For making a DVD, you must negotiate to obtain a synchronization license from each copyright holder—and they are under no obligation to grant it to you. You must obtain a license even if you are not selling or profiting from the DVD.

**Do I Need a License for a YouTube Video?** To legally post a YouTube video of your band's performance, you must also obtain a synchronization license.

- Posting "I do not own the rights to the music or material" is not enough!

## **MEMBERSHIP FEES**

Fee	Amount	Billed To	Covers
<b>Band Fee</b>	<b>\$50</b>	All YMS Band Students	Band T-shirt, Band Binder, Music for the year, supplemental materials, guest clinicians, event registrations, etc.
<b>School Owned Instrument Fee</b>	<b>\$75</b>	All students using a School-Owned Instrument	Sanitization, maintenance, and upkeep of school instrument.

Payments may be made in a lump-sum, in a payment plan (that is worked out between the parent and Mr. Greenwood), or through funds earned in fundraising opportunities. Please contact Mr. Greenwood with any questions.

## **PAYMENT PROCEDURES**

All financial questions regarding fees, and Kids Account should be directed to Mr. Greenwood.

Students/Parents will make payments using the following procedures:

- Sealed envelope: w/ student's name, \$ amount, and what the payment goes toward on envelope.
- Checks should include the student's name on the memo line.
  - Make checks payable to YMS Band
- Cash should be exact change.

## **FUNDRAISING & THE KIDS ACCOUNT**

EVERY member of the band is expected to participate in EVERY fundraiser.

The YMS Bands fundraising activities generate revenue two-fold:

**1) YMS Bands General Fund** - The YMS Bands General Fund is used for operational expenses for ALL STUDENTS in the entire YMS Band program.

**2) YMS Bands Kids Account**-The YMS Bands Kids Account is used for YMS Band students to cover the cost of Band Membership Fees, Band Registrations, Band Trips, etc. This is done to ensure that each student has fair and equal opportunity to pay for Fees and Trips through fundraising profits, which reduces the amount of out-of-pocket monies having to be spent by parents to cover these expenses.

In name only, the individual tracking of fundraising profits is referred to as an "account" for each student. The word "account" is really not an accurate term to describe the tracking of each student's fundraising profits. Some people may think that it is like a "bank account" or "savings account", but that is not the case. The money that is raised and placed into the YMS Bands Kids Account is the property of the YMS Bands, and is not the individual property of students to spend as they wish. We are simply allowing students to apply their individual fundraising profits to their cost for Fees, so that their cost will be reduced in proportion to the amount of fundraising.

Mr. Greenwood and the YMS bookkeeper keep track of each student's fundraising records, fundraising profits, and balances. We track individual fundraising profits to establish a sense of fairness for all students. Simply stated, the more students sell, the more revenue they generate for their Kids Account and for the General Fund.

Students' Kids Account funds will accrue for as long as they remain in the YMS Band Program. When a student has fundraised more money than the Band Membership Fees or Trip will cost, the leftover balance will remain in the Kids Account for future Band Fees or for the next trip. However, if a student leaves the program, any remaining balance leftover in their Kids Account will revert to the YMS Band General Fund. Students are not permitted to transfer Kids Account balances to any other student other than a younger sibling.

## ***FIELD TRIPS – Adjudication & Day Trips (these also pertain to large scale trips)***

General expectations:

- Students will abide by the rules for a given trip. Failure to do so will result in an immediate call to parents who will then be required to pick up their student &/or cover any transportation charges. Additional disciplinary measures will follow.
- Tobacco and alcohol are clearly prohibited under school and state law.
- **BE PROFESSIONAL! YOUR behavior is a direct reflection on many entities.**
- Creating any kind of scene in public that will bring attention to the band in a derogatory manner will not be tolerated.
- Profanity of any kind will not be tolerated.
- Students are required to STAY with designated student/parent groups during required times.
- Performances by other bands/performing groups should always be rewarded with applause. Treat any other band's performance in the manner in which you would like to be received.
- Special care should be taken to see that all personal and school property is properly cared for
- Place an identification tag on all school and personal items.
- Students should have a ride home waiting for them as they return to the school following a trip.
- Any necessary forms must be completely filled out and returned before a student may travel.
- Students will only visit designated places suggested by directors.
- Curfew and visitation policies (set by directors) must be fully observed at all times.
- Students will adhere strictly to the itinerary for a given trip.
- Students are expected to treat all bus drivers & chaperones with respect
- No video or audio devices may be used on buses unless equipped with headphones.
- Students must remain seated while traveling on buses, and talk in normal conversational voice level.
- All regular school rules apply and will be upheld.

## ***SCHOOL MUSIC USE AND CARE***

All music is assigned and loaned to students by Directors and/or librarian. The sharing of music is not acceptable.

1. Students should always use a pencil when marking on music...**NEVER MARK MUSIC IN INK.**
2. Students are held accountable for all music that is issued to them. A \$5 fee will result in lost music. Solo and Ensemble music must be replaced by student/parent according to cost.

## CONCERT BAND UNIFORM

YMS band students will observe the following concert dress. This is needed by the date of our winter concert each year!

### "CONCERT BLACK"

Ladies:	Gentlemen:
Long-Sleeve Black Dress Shirt or Ankle Length Black Dress	Long-Sleeve Black Dress Shirt
worn with	worn with
Black Pants- black dress pants or black khakis – no leggings or yoga pants. Be sure that the pant reaches the ankle and is completely black. NO JEANS.	Black Pants- black dress pants or black khakis – no leggings or yoga pants. Be sure that the pant reaches the ankle and is completely black. NO JEANS.
Shoes: -Solid Black DRESS shoes -No sandals -Make sure the entire shoe is black -Watch heel height-make sure you can walk comfortably	Black Dress Shoes and Socks -Athletic Shoes are unacceptable -Must be closed toe -SOLID Black Socks

There may be instances where the band will wear their provided band t-shirt instead of the band polo. This will be communicated in a sufficient amount of time to prepare.

## INDIVIDUAL STUDENT HOMEWORK / PRACTICE

**All students of the YMS band program are expected to practice at least 5 hours a week.**

Many times, teachers have heard a student say, "It is just not fun anymore." The truth is, the "fun" begins as adequate technical skills are acquired by the individual performer. When the student excels, he/she likes his/her instrument, the program, and most important of all, himself. The rewards come full circle. The more you practice, the better you play and the better you play, the more you enjoy to practice!

**Practice techniques that will benefit you:** Practice should include some basic warm-ups such as long tone studies, major and minor scales, thirds and arpeggios, and technical studies. Once the warm-up is completed, your attention should turn to solo literature, band music, and sight reading materials.

It is helpful to practice around the same time daily if possible, but keep in mind that any amount of progress above the beginners level will take a consistent 45-minute to 1-hour practice session daily. If time is a problem, the practice hour can be split into two sessions of thirty minutes each. YOU FOUND THE SECRET MESSAGE!

1. Write down assignments & goals for weekly accomplishments. You can assign yourself one scale/arpeggio/third exercise weekly, and master it. If you are proficient at the majors, start the minors. Use a variety of articulation and rhythm patterns.
3. Use a technique book and solo literature
4. Look in a mirror when you practice. (embouchure, posture, hand position, stage presentation, etc.)
5. Use a metronome. Start slowly at first. The speed will come as you gain technical proficiency.
6. Use the "chunk" & "drill" technique on the spots in which you experience the greatest technical difficulty.
7. Sharpen your sight reading ability by reading one etude or exercise daily, playing duets, or rhythm sheets.
8. Plan for tests and auditions far in advance. Nothing gives you an "edge" in competition like the confidence that comes from being well-prepared. It is wise to work on your solo for a period of four to six weeks before performance.
9. Keep a written practice record. Seeing how much time you actually spend on task can provide a clear cut answer to your reasons for progress or lack of advancement.

## PRIVATE LESSONS

**The key to a great band program lies in the motivation and ability of each individual player.** Private instruction is a very important consideration for each student. Directors have little time, when facing a sizable class of students during the school day to correct individual problems in fingering, tone production, rhythm, note recognition, etc. We are very fortunate to be located near local colleges and universities who are able to provide many fine music student and/or instructors. Please refer to the Private Instructor list located on our website, [www.yorkcougarbands.com](http://www.yorkcougarbands.com).

## **MAKEMUSIC**

We are pleased to become a part of band in the 21<sup>st</sup> century with using a computer program called **MakeMusic!** **MakeMusic** is an incredible assessment, feedback, and practice tool. We know individual competency is incredibly crucial for success of the team. Given the size of our band program, the opportunity to hear every student perform individually and give feedback daily during class is impossible without wasting everyone else's instructional time. The **MakeMusic** platform is a program that allows band students more on fundamental exercises, concert music, marching music, region music, jazz music, sightreading, and beyond. A paid **MakeMusic** subscription has been purchased for all band students.

**HOW WILL WE USE IT?** The YMS Band will use **MakeMusic** as a practice and assessment tool.

- 1.) With unrestricted home access to this software, students will be able to practice school assessments at any time, as many times as they like, until they are happy with their grade. Although we will maintain our normal routine of live performance "hearing times", using the **MakeMusic** platform to prepare will have a positive effect on your child's live assessments.
- 2.) **MakeMusic** gives immediate feedback to students! This is something they have not had. Students are given a percentage (or grade) of everything they got correct. They can then decide to keep practicing, or submit the grade to their band director and move on.

**WHAT DO I NEED TO DO?** Students will complete a **MakeMusic** Orientation on Canvas. The Orientation will guide students on how to set up their account.

**MICROPHONES!** The Chromebooks have an internal microphone that seems to work just fine. If students require greater sound quality they could also add a quality external microphone to their Chromebook. This would make a great stocking stuffer!

## **Required Equipment and Supplies**

All students must have the following equipment and supplies for class everyday:

- Instrument (we will use it every day)
- Instrument accessories (reeds, mouthpiece, ligature, sticks/mallets, etc.)
- **Korg TM 60 Tuner**- This can be purchased from Roper Music, Amazon, or any music store. It is very important that every student owns this!!
- Music and Band Binder (Provided with band fees)
- Method Book- 7<sup>th</sup> Grade (Red->Blue) 8<sup>th</sup> Grade (Blue-> Green)
- Pencil (pens are not allowed to mark music)

# **PARENT HANDBOOK**

## **HOW PARENTS CAN HELP?**

### **AT HOME:**

- ✓ Show an interest in the music study of your child.

- ✓ Arrange a regular time for him/her to practice (a quiet place with no interruptions)
- ✓ Help the student keep a daily record of his practicing.
- ✓ Give him/her a safe place in which to keep the instrument.
- ✓ Keep the instrument in good repair with reeds, etc., in the case.
- ✓ Help him/her to be early for rehearsals and lessons.
- ✓ Make faithful attendance at all activities important.
- ✓ Encourage him/her to play for others when opportunities arise, in the home, at school, church and in the community.
- ✓ Double-check behind your student
- ✓ Check email, web page, and or Facebook page updates daily
- ✓ Donating food or other items

#### AT SCHOOL:

- ✓ Notify the teacher if he/she is to be absent or tardy for lesson, rehearsals, etc., and explain why in writing.
- ✓ See that he/she takes the instrument and the music when needed at school and brings it home for individual practice.
- ✓ See that he/she stays current with classroom studies and makes up work he/she has missed.
- ✓ Discuss with Band Directors anything that will help them to understand your child.
- ✓ **Attend performances and parent meetings whenever possible.**
- ✓ Help with parent activities, such as fundraisers.
- ✓ Assure that all Student dues are current.
- ✓ Provide private instruction

## ***CHAPERONE/CREW/VOLUNTEER INFORMATION***

### ***VOLUNTEER APPLICATION – YSD1***

All volunteers will need to have their license scanned (unless you are a YSD1 employee). This runs a brief background check.

All volunteers wishing to serve as a chaperone will need to complete a Chaperone Application via the YMS Main Office (bring a copy of Identification/ID)

### ***CHAPERONE GUIDELINES***

The purpose of these guidelines is to provide chaperones with information regarding their responsibilities and duties in the supervision of band students before, during, and after athletic events, band contests, or any activity where chaperones are necessary.

All chaperones MUST be on the YSD1 Approved Volunteer List. All competition & game chaperones must be physically fit and able to distance walk, carry props, and/or jog/run to help a student or retrieve forgotten items.

**I.** The major roles of chaperones are to insure the safety and well-being of all members of the band, as well as monitoring student behavior to maintain decorum and professionalism throughout. It is virtually impossible to anticipate all situations that might endanger the students; however, chaperones are encouraged to be watchful and to quickly address any situations that might be hazardous.

**II.** All rules of York Comprehensive High School AND special rules of the YMS Band apply to ALL students on ALL band activities. Chaperones should familiarize themselves with these rules and report any infractions to the band director for appropriate disciplinary action.

**III.** Illness and injury, although infrequent, are always a possibility, and chaperones should be aware of procedures for dealing with emergency situations.

- A. Keep all other students away from the sick or injured.
- B. Administer first aid; know the location of the first aid kit (buses)
- C. Notify the band directors and/or other school officials.
- D. Notify the EMS/Rescue Squad or doctor if needed.

**IV. Chaperones should:**

**A. Pre-trip:**

1. Arrive at the band room at the same time as band students (or when otherwise designated). Times will vary depending on the location of the event however, all times will be given to chaperones prior to the event.
2. Help gather all students to the band room at the meeting time.
3. Pack and coordinate meals.

4. Make sure that the first aid bags, and coolers are carried to and are loaded onto the buses for away events.
5. Get schedule of events/itinerary from the band directors.
6. Inspect buses for damage before students are loaded. Report damage to the bus driver PRIOR to departure.

**B. On Buses:**

1. Check the roll as soon as students load the buses. Do not wait for directors or staff.
2. Make sure students remain seated.
3. Make sure driver's instructions are followed.
4. In case of a problem, have driver signal other buses and/or call directors on cell phones.
5. Personal Electronic Devices with headphones are permitted, but NO external speakers are allowed.
6. Chaperones should be seated in the middle and back of the bus. Any directors or staff members will need to sit in the front of the bus.
7. Always keep students seated on buses until the directors come to get them off of the bus.

**Behavior on Buses**

- A. Seated the entire trip. Students WILL NOT move around the bus.
- B. You may move a student if they are a behavior problem.

**V. YMS Band Chaperone Expectations:**

- A. All actions and words should reflect positively on our band and school.
- B. NO public displays of affection
- C. No profanity or vulgar language, including vulgar cheers
- D. Chaperones must be VERY knowledgeable of the YMS Band Handbook and all of the expectations for students. Chaperones are expected to help hold students accountable for all expectations. Blatant disregard for expectations, participating in the spread of inaccurate information (or rumors/drama), or insubordination will result in being removed from band chaperone lists.
- E. No smoking allowed as per school rules on buses or at events.
- F. Chaperones should conduct themselves in a professional manner at all times.

**VI. In Case of Misbehavior:**

- A. Note student's name and behavior.
- B. Keep confrontations to a minimum.
- C. STOP ALL INAPPROPRIATE BEHAVIOR. You are expected to call students down if necessary. Students should obey chaperones as they do other school officials.

## POLICY & CONDUCT CONTRACT

As a student enrolled in the YSD1, I understand that participation in the band program is a privilege. I also understand that as a team member/student performer I am expected to comply with the expectations set forth in York Middle School Handbook and YSD1 Student Handbook. I understand that if I violate these codes of conduct or any other YSD1 regulation I may be subject to discipline including, but not limited to exclusion from related activities and performances, discipline in accordance with school policy, and/or removal from the band program. By signing this contract, I certify that I have read all of the information provided in this handbook, understand the set forth expectations, and agree to abide by all rules, policies, and procedures and fulfill all financial responsibilities my membership may entail.

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STUDENT SIGNATURE

DATE

As the parent /guardian of the student listed above, I understand that participation in the band program is a privilege that may be revoked if a student does not comply with the expectations and regulations defined in the York Middle School Band Handbook and YSD1 Student Handbook. I understand that if my student violates these codes of conduct and or program expectations, he or she may be subject to discipline including, but not limited to exclusion from related activities and performances, discipline in accordance with school policy, and/or removal from the band program. By signing this contract, I certify that I have read all of the information provided in this handbook, understand the set forth expectations, and agree to abide by all rules, policies, and procedures and fulfill all financial responsibilities my student's membership may entail.

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PARENT/GUARDIAN

DATE