

S O U T H L A K E H I G H S C H O O L
SCREAMING EAGLE BANDS

GUIDELINES FOR STAFF ETIQUETTE AND PROFESSIONALISM

1. Be on time to all events. We cannot require our students to be punctual if we are not.
2. We will have staff meetings. Directors/Instructors will be required to attend except in emergencies, and Technicians may attend if they wish.
3. **DO NOT** communicate with students via texting, personal telephone, social media outlets, or any form other than live conversation or email. Email provides a reliable record of communication in case anything is called into question. Communication other than email is grounds for immediate termination. Remind is an acceptable means to communicate for Directors or Instructors, as it provides a constant record as well.
4. **DO NOT**, for any reason, make physical contact with a student in any way.
5. **DO NOT**, for any reason accept money or gifts from students or parents individually or from a group of students or parents. Also, avoid the sale or purchase of items to or from students or their parents. This can be grounds for immediate termination.
6. Dress professionally. Avoid flip-flops, short shorts, tank tops, clothing advertising alcohol, drugs, or inappropriate references.
7. Staff members cannot offer private instruction for compensation on school property.
8. Use appropriate language that engages students and challenges them academically and intellectually (avoid the use of profane language).
9. Make sure that all communication with students is directly in line with the band director's goals and purposes overall or specific to an event or rehearsal.
10. Lead students into discovery learning – don't give them everything; lead them to it.

COMPENSATION INFORMATION

A. Instructor-Level Compensation:

- \$120.00 per day for 6-9 hour camp days
- \$60.00 per 2-3 hour rehearsal or performance

C. Technician-Level Compensation:

- \$80.00 per day for 6-9 hour camp days
- \$30.00 per 2-3 hour rehearsal or performance

D. Alternate Compensation Schedule (Instructors Only):

- Monthly contracts are available for Instructors if they so choose.

NEGOTIATED MONTHLY PRICE (12-MONTH): _____

APPLICATION / W-9'S / INVOICING / CHECKS / CONTRACT

- All band staff members must complete a volunteer application through the Lake County Schools system before being eligible to work for the South Lake High School Screaming Eagle Band Program (available at www.slhsband.com). All staff members will need to be Level 2 (fingerprinted) before instructing.
- All band staff members must complete an IRS Form #W-9 before compensation can be made to any individual (available at www.slhsband.com).
- Staff members are responsible for submitting an invoice at the final rehearsal or performance of each month, unless they are on the alternate compensation schedule (available at www.slhsband.com).
- Compensation checks will be mailed to staff members within 10 business days of the treasurer receiving the invoice, or the end of the month for those on the alternate compensation schedule.
- The band director and/or school principal reserve the right to terminate any band staff member's employment at any time, for any reason, without advance notice.
- The band director and/or school principal reserve the right to withhold compensation from a staff member's check, if any financial hardship is incurred on the band program, or the school, due to a band staff member's negligence.

By signing below, I agree to adhere to all guidelines for staff etiquette and professionalism. I also understand all compensation information, including payment amounts. I also understand that there may be serious legal and professional ramifications if I am found to be unfit as a staff member in any way.

Staff Member Printed Name

Staff Member Position

Staff Member Signature

Date Signed