

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 216
SECTION:	MATERIALS		
PROCEDURE:	BAND PROGRAM		

BACKGROUND

The band program shall be open to all students beginning at the grade five (Yorkton) and grade six (Melville) level. Division-owned instruments will supplement individually owned or rented instruments in an effort to involve all students.

PROCEDURES

The band teacher shall:

1. Be responsible for the direction and instruction of the instrumental (band) program.
2. Be officially responsible to the Director or designate and shall be directly responsible to the Principal of the school at which he/she is operating at any one time.
3. Discuss and work with the Director or designate regarding absences from regular duty for adjudication of festivals, clinics and conferences.
4. Be responsible for the care and maintenance of all school instruments.
5. Retain an adequate record of equipment, gowns and uniforms issued to students.
6. Retain an adequate record of all students involved in the instrumental program.
7. Advise the Principal and make recommendations concerning the purchase of music instruments, equipment and supplies and repairs for budget purposes.
8. Maintain an inventory (including serial number where possible) on all band supplies and equipment within his/her jurisdiction.
9. Provide a record of all inventories for the Principal's office.
10. Administer the instrumental rentals.
11. Provide a record of the Division-owned instruments rented for summer use to the Principal's office.
12. Work cooperatively with the local Band Parents' Association.

Reference: Sections 85, 87, 108, 109, 175 Education Act

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