

**Homewood-Flossmoor Fine & Performing Arts Council Music**  
**Northeast Tour**  
**March 27 – April 2, 202**

**PARTICIPATION GUIDELINES**

\* HEALTH \* SAFETY \*  
\* RESPECT \* COURTESY \* COOPERATION \* RESPONSIBILITY \*

While on tour, both in uniform and out, each musician reflects the pride and standards of the Homewood-Flossmoor community music programs. As a group and as individuals, we are representatives of our community. Consequently, individual actions will impact far more positively or negatively on far more people than any speech or action by a statesman, general, artist or athlete. Our deportment must reflect the highest standards of respect, courtesy, cooperation, and responsibility at all times. In preparing for this concert tour experience, it is expected that all participants have modeled these high standards in the past and in the months leading up to the tour as well as during the time we are out-of-state.

Although no set of guidelines can guarantee the health and safety of each individual, the expectations and procedures outlined in the following pages have been very carefully written and planned so that the tour can be safe, musically successful, and enjoyable for everyone. Tour participants and parents are required to read the Participation Guidelines, Definitions of Terms, and Behavior Policies carefully and thoroughly. No written policy can possibly account for all of the inevitable variations in actual situations. It must be understood by participating musicians and parents that as specific situations arise, the Music Directors, the Head Chaperone, and the chaperones will also rely upon their collective experience and judgement in considering the unique circumstances of any incident.

All policies and expectations governing the appearance, decorum, and performance of members of the H-F Community Musicians are applicable throughout the tour. At all times musicians are expected to behave in a manner that is respectful of the rights and well-being of other individuals, and to accept responsibility for their own decisions and actions. Any musician not complying with the stated behavior policies and/or not cooperating with the requests of any responsible adult (chaperone, tour guide, bus driver, hotel manager, etc.) can expect to be disciplined. Disciplinary action will range from a reprimand, to restriction or suspension of itinerary activities, to expulsion. For a violation of tour policies or flagrant disregard for tour itinerary activities or tour personnel, a musician will be expelled from the tour and sent home following parental notification. It is not the responsibility or the desire of the chaperones to "police" the tour in order to catch someone engaged in poor decision-making. Our relationship, as members of a music ensemble/family, is the basis on which we must all encourage, support, and demonstrate responsible decision making.

# **DEFINITION OF TERMS**

## **H-F FINE AND PERFORMING ARTS COUNCIL (H-F FPAC)**

This council is the organization sponsoring the performance tour. The council is not a tour operator. The six members of this council consist of individuals representing the Band Parents Organization, the Choral Parents Association, and Orchestra Parents United in Service: one parent representative from each group plus the high school faculty sponsor for each parent/student group.

## **SUSPENSION OF TOUR ACTIVITIES/PERFORMANCES**

Should it be necessary to suspend a musician's participation in tour activities or concert performances as a result of improper behavior, the following procedures will be in effect:

1. Parents will be contacted by the Head Chaperone or an agent representing the HF Fine & Performing Arts Council concerning the nature of the behavior and the extent of the suspension as soon as possible.
2. The Head Chaperone or HF-FPAC representative will notify parents that further misbehavior of ANY kind on the part of the musician will result in expulsion from the tour.

## **EXPULSION FROM TOUR ACTIVITIES**

Should it be necessary to expel a musician as a result of failure to adhere to these guidelines, the following procedures will be in effect:

1. Parents will be contacted by the Music Director or an agent representing the HF Fine & Performing Arts Council concerning the nature of the behavior.
2. Parents will be notified regarding travel arrangements and the student will be:
  - a. booked on the first available flight(s) to Chicago, or
  - b. excluded from participation in all tour activities and placed under the supervision of the Music Director, Head Chaperone, or Tour Chaperone.
3. In the event that a student is sent home early:
  - a. the musician will be excluded from participation in tour activities/performances immediately and until departure
  - b. airline authorities will be requested to provide additional supervision as needed
  - c. a tour chaperone will accompany the musician until flight departure
  - d. HF-FPAC and its agents will be released from all responsibility and liability once the plane leaves the departure gate

## **FINANCIAL RESPONSIBILITY**

Accordingly, should it be necessary to expel a musician, the musician and his/her parents will immediately be held financially responsible for the following:

1. All previously contracted tour expenses.
2. Any additional transportation, housing, communication, and/or supervision expenses incurred as a result of the musician's behavior and subsequent expulsion from the tour, including air freight charges for privately owned musical instruments.
3. Subsequent performance site expenses incurred by the H-F Community Musicians as a result of performance cancellation(s) due to instrumentation/voicing problems caused by the absence of the expelled musician.

## **COVID-19 POLICY & PROCEDURE**

The COVID-19 pandemic has created a unique travel situation this year. In order to provide a meaningful travel experience, additional precautions and measures are necessary to keep musicians safe throughout the duration of tour. Participants must adhere and comply to the additional guidelines:

1. All students intending to travel must be vaccinated against COVID-19 and prove vaccination by December 31, 2021
2. All students must have a negative COVID-19 within 72 hours of departure. Students must provide results to the HF-FPAC before departure. Failure to do so will result in a forfeit of tour and all expenses. (See insurance guidelines in the tour contract).
3. All students should be prepared to wear a mask or face covering as required in any public spaces.
4. If a student becomes sick and tests positive for COVID-19 while on tour, a parent/guardian will be required to escort their child home within 48 hours at their own expense. A chaperone will be made available to stay on-site with a student during this time period.
5. Students should carry their COVID-19 vaccination card at all times.

# BEHAVIOR POLICIES

1. **Any evidence of smoking or vaping or the possession and/or use of tobacco products or nicotine substitutes at any time during this tour will not be tolerated.**

*A violation of this rule will result in suspension of all independent sightseeing activities for the duration of the tour. A second violation will result in expulsion from tour activities.*

2. **A student found to be in possession/distribution or under the influence of alcohol at any time during this tour will be expelled from tour activities.**

3. **A student found to be in possession/distribution or under the influence of drugs/non-prescription narcotics (cannabis, inhalants, hallucinogenic drugs, amphetamine intoxicants, stimulants, look-a-like drugs, etc.) or drug paraphernalia at any time during this tour will be expelled from tour activities.**

*Appropriate legal authorities will be notified as deemed necessary by the tour agent. (NOTE: all prescription and non-prescription medications should be listed on the medical information form. Participants on a daily routine of medication need to plan and adjust schedules for the time zone changes encountered during both flights.)*

*Any musician found in the possession or consumption of alcohol or chemical substances will be reported to parents for appropriate intervention.*

4. **Any problem with any room, including, BUT NOT LIMITED TO, the open use of tobacco, alcohol, or drugs/non-prescription narcotics, will be considered the action and responsibility of ALL PARTICIPANTS assigned to and/or present in the room at the time.**

*The Head Chaperone and the Music Director reserve the right to inspect any room, male or female, at any time, day or night, if there is just cause. Appropriate disciplinary action will be taken in accordance with the guidelines outlined in this Behavior Policy.*

5. **Possession or use of a weapon or other object which may reasonably be considered to be a weapon, including toys, fireworks, chemical sprays, laser pointers, lighting devices, etc., or verbal threats/jokes of violence will result in suspension/expulsion from tour activities.**

*Appropriate legal authorities and/or Customs Inspectors will be notified as deemed necessary by the tour agent and purchased "souvenir" items of this nature may be confiscated by either the chaperones or by airline security and may not be returned.*

6. **A "Zero Tolerance" policy towards gambling, vulgar or abusive language or gestures, insolence, insubordination, fighting, sexual misconduct, and harassment of any nature will be in effect throughout the tour.**

*An infraction of "Zero Tolerance" will result in the suspension of itinerary activities for a period of time appropriate with the infraction. Repeated violations will be grounds for expulsion from the tour.*

- 7. A "Zero Tolerance" policy towards the possession or use of inappropriate media materials (books, magazines, video tapes, rented hotel movies, etc.) will be in effect throughout the tour.**

*An infraction of "Zero Tolerance" will result in the suspension of itinerary activities for a period of time appropriate with the infraction. Said media materials will be confiscated by the Head Chaperone and returned to the musician's parents upon arrival at home.*

- 8. As determined by authorities, individual tour participants will be held legally and/or financially responsible for any actions resulting in criminal misconduct and/or damage to or loss of private or public property.**

- 9. Any musician receiving an unexcused absence from a tour performance will be expelled from tour activities. Any musician receiving an unexcused absence from a non-performance group activity will be restricted to direct chaperone supervision for any remaining itinerary activities.**

- 10. Violations of overnight curfew (from curfew to morning wake-up call) will not be tolerated.**

*Any musician violating the overnight curfew by being tardy curfew or by being out of his or her assigned room during the hours between curfew and chaperone wake-up call for ANY REASON other than an emergency will receive disciplinary action ranging from suspension of tour activities to expulsion from the tour.*

- 11. All participating students will have a two week opportunity to finalize bus and room assignments.**

*Those assignments will be officially accepted by tour organizing parties. No changes may be made after the bus and room assignments are finalized.*

- 12. There will be no swimming or wading in any bodies of water while on tour.**

*Violation of this rule will result in disciplinary action ranging from suspension for tour activities to expulsion from the tour.*

- 13. Participants are prohibited from engaging in specific activities which would lead to a compromise of health, including but not limited to body piercing, tattooing, bungee jumping, skiing, etc. Violation will result in consequences ranging from suspension to expulsion. The guideline for consequences are intended to address the seriousness of the threat to the violating student's health and safety.**

- 14. Students are expected to have their Driver's License, State ID, or School ID at all times. (Unless showering or sleeping) (Use a neck strap or passport waist holder.)**

- 15. Students are expected to be respectful to all adults on the tour including but not limited to the chaperones, tour guides, and speakers. (This includes not using phones, talking, napping, etc during tours)**

- 16. Students are expected to have all their necessary belongings for the day when we leave the hotel. We will be unable to return to pick up instruments or other personal belongings.**

# 2021-2022 Student-Parent Tour Contract

We have read and agreed to be bound by the HFFPAC Participation Guidelines, Definitions of Terms, and Behavior Policies for the 2022 Northeast Tour. We understand that they are consistent with established policies, rules, and expectations for high school students as well as for members of high school music performing ensembles. We understand that it is expected that tour participants model and have modeled the highest standards of behavior in their local high school(s) with respect to school attendance and school conduct codes.

1. We understand that this tour is sponsored by the Homewood-Flossmoor Fine and Performing Arts Council (H-F FPAC) and that H-F FPAC is not a tour operator but may utilize a tour operator when sponsoring this concert tour. We understand that this tour is not sponsored by Homewood-Flossmoor High School (District #233).
2. We understand that this is a proposed, supervised concert tour; that participation guidelines and behavior policies may need revision prior to the concert tour departure; and that our additional acceptance of any revisions would be required. We understand and agree with the Participation Guidelines, Definition of Terms, and Behavior Policies and are fully aware of the consequences for not following these Participation Guidelines and Behavior Policies. We agree to comply willingly with the consequences for not following these Participation Guidelines and Behavior Policies. We agree to abide by the decisions of H-F FPAC, the Music Director, the Head Chaperone, and the Chaperones regarding these Participation Guidelines and Behavior Policies.
3. We give the council members who are high school faculty sponsors our release and permission to consult with appropriate school personnel and review appropriate school records regarding the tour musician's high school attendance and high school conduct code and discipline records. We give permission to the respective school personnel to release said information.
4. We understand that each participating musician is expected and required to have maintained and to maintain a standard of behavior as set forth in the Tour Participation Guidelines and Behavior Policies from this date through the conclusion of the tour. This standard of behavior includes compliance with rules and laws set forth by the local high school(s) as well as by local, state, and Federal governments.
5. We understand that should a musician be expelled from the tour for reason(s) in accordance with the Tour Participation Guidelines and Behavior Policies, that said musician and his/her parents assume immediate responsibility for the musician and all costs as outlined under Financial Responsibility. We understand that we are not entitled to any refunds in the event a tour musician demonstrates improper behavior or failure to adhere to the Participation Guidelines and Behavior Policies.
6. If requested we agree to meet with the Music Director at the conclusion of the tour to discuss follow-up consequences and/or referral to appropriate community student assistance programs.

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
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PARENT/GUARDIAN NAME \_\_\_\_\_ DATE \_\_\_\_\_  
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PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_