



ADMINISTRATIVE PROCEDURE

GENERAL, VOCAL, AND INSTRUMENTAL MUSICAL GROUP PERFORMANCES

6124.1

Procedure No.

July 1, 1983

Date

I. **PURPOSE:** To provide administrative procedures for school musical groups regarding:

- A. Public Performance.
- B. Financial Contributions and Promotional Activities.
- C. Approvals and Notices.
- D. Football Games.

All trips made by a musical group shall be deemed to be “field trips” and shall be made in accordance with Administrative Procedure 6153, Field Trips.

II. **POLICY:** The Board of Education recognizes that musical groups are requested to perform for public and other out-of-school performances, and authorizes the Superintendent to establish administrative procedures to be followed in arranging for and scheduling requested and/or school initiated performances.

III. **BACKGROUND:** Various organizations such as civic groups, community and patriotic units, request schools to provide bands, orchestras, and choruses for special programs, e.g., Bicentennial program at the President’s Park, Washington, D.C.; the annual Prince George’s County Dimensions in Music Festival at the Community College. Where funds are available, expenses, including transportation, should be covered by the requesting organization. Supervision of students involved must be provided by the school.

IV. **DEFINITIONS:** Performing groups refer to regularly instructed school music organizations such as bands, choruses, orchestras, and other ensembles.

V. **PROCEDURES:** The following procedural areas apply to vocal and instrumental performing groups.

A. Public Performances

The number of public performances of school musical organizations, both during and after school hours, should be limited so as not to interfere unduly with the students’ total instructional program.

Musical groups may be expected to perform for schools in their areas. Programs should be limited to those of an educational nature. These programs should be planned together by the instructors involved for the purpose of exposing students to performance groups of which they may



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become a member, e.g., high school groups perform for middle school students; middle school groups perform for elementary students. Cluster concerts may be scheduled to provide opportunity for students of different schools and/or levels to perform together.

School groups may perform for national and state educators' associations, Board of Education functions, civic, community and patriotic affairs, and non-partisan political meetings, which benefit the total school community. The school administration should be involved in the scheduling of all performances and activities. When in doubt about the suitability of a performance request, the school administration should consult the Assistant Superintendent for Instruction and Pupil Services.

B. Financial Contributions and Promotional Activities

No director is permitted to request payment for a group's performance; however, organizations would normally be expected to pay expenses for school musical groups, which they invite to perform. Transportation for performing groups is arranged for by the school, and paid for out of the school account. The requesting organization forwards payments covering expenses to the school.

Financial contributions and prizes from civic or commercial organizations are acceptable. Prizes will be awarded in the name of the school and may be accepted by the Principal. Financial contributions will be accepted by the Principal, and deposited in the regular school accounts, which are identified for use by the music group. In accepting such contributions of prizes, there is the stipulation that no future obligations are assumed. Participation in contests for cash prizes is not permitted.

School musical organizations are not to participate in promotional campaigns for business establishments, which might stand to profit financially.

C. Approvals and Notices

Approval is required from both the administrator and the music director for all public performances of school music organizations.

Performance of school music groups should be scheduled in accordance with Board Policy as stated in the Prince George's County Public Schools calendar. Students should be consulted when making decisions regarding



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the scheduling of performance. No penalty is to be attached to any student who is excused from performing due to a legitimate reason

One month's advance notice should be given to the students and parents for public performance of school musical groups. Numerous consecutive after-school and weekend programs are to be avoided.

Factors of health and safety of participants, and protection of equipment are to be considered when scheduling a musical organization for public performance. Any decision to cancel a performance must be arrived at through discussion between the music teacher and the school administrator or his designee.

D. Football Games

Senior high school bands are expected to perform for the home football games scheduled each season by the local school. Musical groups, whether performing at home or away, should be under teacher supervision.

- VI. **RELATED PROCEDURES:** See Board of Education Policy 5135, School-Based Fund Raising; Board of Education Policy and Administrative Procedures 6153, Field Trips. See Board policy regarding scheduling of special activities, as stated on the official annual Prince George's County Schools calendar.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be updated, from time to time, by the Division of Instruction and Pupil Services.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** These procedures supersede Administrative Procedures 6124.1, dated December 15, 1976.
- IX. **EFFECTIVE DATE:** July 1, 1983.

Approved by:
Edward J. Feeney
Superintendent of Schools