

ADMINISTRATIVE PROCEDURE FOR PUBLIC PERFORMANCES BY STUDENTS
(Attachment for Policy No. 230)

Designee

The Superintendent recognizes Directors and Executive Directors of the Office of The Arts & Academic Enrichment as designees to approve usage of the School District name for public performances.

Requests for Student Performers

Outside organizations may request student performances through the Central Office, Principals, or Teachers. In all cases, corresponding Directors in the Office of The Arts & Academic Enrichment should be notified about prospective performances via email as soon as possible to ensure cohesion with District-wide initiatives, adherence to policy and procedures, and opportunities for media coverage.

Approval of Performances

Approvals for student performances, outside of the school building, should follow the current District policy as outlined on [Form EH-81](#) Class Trip Authorization, in accordance with [Policy No. 231](#). Participating students must complete form [EH-80](#) Parental Permission.

Outside venues for student performances should be approved by the Office of Risk Management, in accordance with [Policy No. 231](#).

Transportation & Meals

The organizing party when possible should arrange transportation to and from the performance in accordance with District [Policy No. 810](#) for transporting students. If the event occurs over a meal hour, students should either bring their own meal or meal arrangements should be made.

Extracurricular Rate

District employees should be compensated when required to work outside of the regular school day, pursuant to contract.

Equipment Needs

Should a performing group need to use equipment or musical instruments (not transported) for the performance, arrangements should be made with the performing group and venue.