



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4357

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CATEGORY: **Instruction, Coccurricular/Extracurricular**

EFFECTIVE: **4-10-70**

SUBJECT: **San Diego City Schools Speech Arts League**

REVISED: **10-13-2000**

A. PURPOSE AND SCOPE

1. To outline the organization of the San Diego City Schools Speech Arts League and administrative procedures for conducting individual or team competition in schools involving secondary public speaking and drama students in grades 9–12; and to outline administrative procedures for participation in out-of-district competitions involving students of speech and drama.
2. **Related Procedure:**
Eligibility for participation in cocurricular and
extracurricular activities 4350

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F–3500, F–3600.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Visual and Performing Arts Department, Institute for Learning.
2. **Purpose, Organization, and Membership**
 - a. **The purpose or function of the Speech Arts League** is to provide meaningful and varied opportunities for students of speech and/or drama to participate in a variety of out-of-classroom activities. The league activities grow out of the classroom instructional program, provide opportunities for both beginning and advanced students, encourage the refining of individual skills, and expand student experience by bringing together a cross-section of students from within the district.
 - b. **The Speech Arts League is an organization** in which teachers of drama and public speaking from all San Diego City secondary schools are eligible for membership. The site principal and classroom teacher share responsibility for initial consideration of and participation in league activities and out-of-district activities in group or team competitions involving speech arts students. Final approval of a school's participation is the responsibility of the principal.

- c. **A group of classroom speech and/or drama teachers serve as officers** of the Speech Arts League and as “host teachers” for each of the league events. A district office program specialist from the Visual and Performing Arts Department serves as “liaison” to the league. The officers, host teachers, and Visual and Performing Arts Department liaison work together to organize and conduct league meetings and events.

3. **Organizers' Duties**

a. **District office liaison** (Visual and Performing Arts program specialist)

- (1) Works in a support capacity with league officers and members to establish a yearly calendar of organizational meetings and of Speech Arts League-sponsored events (C.4.a.).
- (2) Updates the list of speech and drama teachers in the fall and communicates the league calendar to all district speech and drama teachers.
- (3) Works with the host teacher of each event to prepare entry information, sends the information to all appropriate teachers, and provides blank student award certificates to the host teacher.
- (4) Coordinates the Common Denominator selection for the Oral Interpretation Festival, a packet which is kept confidential until the actual event.
- (5) Attends pre-event meetings and league events.
- (6) Works with league members to revise procedures when needed, sharing with officers and league members the responsibility of making necessary revisions to participation guidelines.

b. **League officer/host teacher**

- (1) Conducts meetings for organizing activities and events.
- (2) Works with district liaison to communicate needs of the league about calendar, meetings, and details of each event.

- (3) Makes all site arrangements for individual league events; prepares and distributes award certificates to student participants.
- (4) Works with league liaison to change procedures when needed, sharing the responsibility of studying and reacting to league events and participation materials and of making the necessary revisions to participation guidelines.

4. **Tournaments and Competition**

- a. **League-sponsored events** include the Problem-Solving Discussion Conference, Oral Interpretation Festival, Forensics Tournament, Acting Festival, and such other speech/drama events as deemed advisable by the league.
- b. **Events not sponsored by the Speech Arts League** are subject to the following:
 - (1) Site administrative approval is required; the principal shall be provided a schedule of all non-league events by the site classroom teacher.
 - (2) A coach or certificated representative from the district must be in attendance and supervising at each non-league event.
 - (3) Student conduct at non-league events shall reflect favorably upon the student's school and the district.
 - (4) Participation by individual schools is at the discretion of the school. Such participation by schools shall not conflict with the approved district program, nor impose on other teachers or schools the obligation of participating.

5. **League Finances and Expenses**

- a. **Membership dues** are computed at the rate of one cent per ADA of a school for the first four-week attendance period in the traditional school calendar and are payable prior to participation in league events.
- b. **Expenses for league activities** are financed from membership dues and from fees paid by schools based on the number of entries in each interschool event.
- c. **The source of fee money** is club accounts and/or ASB; fees pay for trophies, certificates, and approved Speech Arts League operational materials.

- d. **The site principal** provides appropriate extended-day pay for both speech/drama activity sponsors. It is recommended that extended-day pay be provided for judges as well. (One judge is required for each six entries in league events.)

D. IMPLEMENTATION

1. Membership and Participation in Speech Arts League Events

- a. **Teacher** advises principal, at a reasonable time in advance, of desire to become a member of the league and to participate in league events, including plans for financing; or principal advises teacher of desire to have site students participate in league events.
- b. **Principal** authorizes payment of membership fee and approves plans for participation.
- c. **Teacher** informs event host teacher of intent to participate and sends appropriate entry fee to the league treasurer.

E. FORMS AND AUXILIARY REFERENCES

1. *Speech Arts League Participation Guide*, Stock Item 41-V-5100, can be used for general reference. (**Note:** League events continue to be revised as needed.)

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education