

- b. *Before authorization is granted* for inclusion on the listing of approved performances, a first performance (audition) shall be presented without charge and shall be observed and evaluated by an Elementary Assembly Committee member school to ensure compatibility with requirements in C.3.a.
- c. Inclusion on the listing of approved performances does not constitute endorsement of the program but does indicate that the performance has been evaluated and approved for use.

D. IMPLEMENTATION

1. **Performer/initiator** writes or telephones the Visual and Performing Arts Department to request an application form.
2. **Visual and Performing Arts Director**
 - a. Evaluates request in terms of criteria cited in C.3.a., with the assistance of representative elementary school principals as appropriate
 - b. Schedules audition performance for evaluation by Elementary Assembly Committee member school (C.3.b.).
 - c. *If evaluation results are satisfactory*, notifies initiator in writing and includes applicant on list of approved performances.
 - d. *If evaluation results are not satisfactory*, counsels with initiator regarding nonapproval and/or appropriate revisions; may authorize second audition at another site.
 - e. Issues semiannual circular to elementary school principals with “Approved Performances for Elementary School Assemblies” list (E.1.).
3. **Site principal**, prior to scheduling an assembly, verifies that performing group has been approved by checking listing of approved programs and performers (D.2.e.).
4. **Unsatisfactory Performances**
 - a. If a performance by an approved performer is unsatisfactory, site principal completes response form (E.2.) and submits to the Visual and Performing Arts Director.

- b. Upon receipt of response form from the principal, the Visual and Performing Arts Director reviews report; may convene Elementary Assembly Committee to reevaluate performance and its appropriateness for school assemblies. Informs performer if decision is made to remove him/her from approved listing.

E. FORMS AND AUXILIARY REFERENCES

1. Approved Performances for Elementary School Assemblies, issued annually by the Visual and Performing Arts Department to elementary school principals.
2. Principal's response form, issued as part of Approved Performance for Elementary School Assemblies list.
3. Addendum to Approved Performances for Elementary School Assemblies, issued annually by the Visual and Performing Arts Department to elementary school principals.

F. REPORTS AND RECORDS

1. Initial application and performance evaluation, retained by the Visual and Performing Arts Department.

G. APPROVED BY



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