

Administrative Protocols

Brian Saylor Director of Choral Activities Bismarck High School



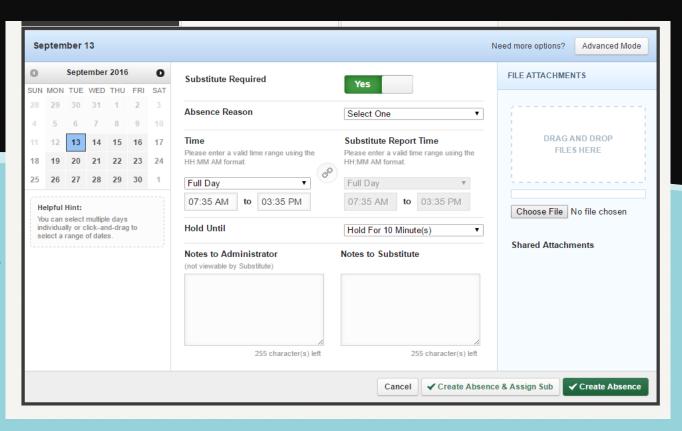


Professional Leave

- What is your school's policy?
 - Professional Leave, Activity Leave,
 - Who is your primary contact?

DATES TO CONSIDER

- Music Festivals (e.g. Northwest, UND, ACDA, NDSU, etc)
- Region Contests, Large/Small Vocal/Instrumental
- Tours (fundraising, dates, etc)



Professional Leave (Continued)

C. OUT OF STATE/SCHOOL TRAVEL

- ATTENDANCE AT FESTIVALS OR EVENTS REQUIRING OUT-OF-STATE TRAVEL OF MORE THAN 600 ROUND TRIP MILES MUST RECEIVE APPROVAL FROM THE NDHSAA.
- THIS REQUEST SHOULD BE MADE AT LEAST 60 DAYS BEFORE THE FESTIVAL, PARADE, ETC. A LIST
 OF APPROVED FESTIVALS IS FOUND IN THE NASSP NATIONAL ADVISORY LIST OF FESTIVALS AND
 ACTIVITIES.
- BANDS, CHOIRS AND OTHER MUSICAL GROUPS SHALL BE LIMITED TO TWO TRIPS OUTSIDE THE COMMUNITY IN ANY ONE SCHOOL YEAR TO PARTICIPATE IN PARADES, CELEBRATIONS OR FESTIVALS THAT INVOLVE LOSS OF SCHOOL TIME.
- LOSS OF SCHOOL TIME SHOULD NOT EXCEED MORE THAN TWO SCHOOL DAYS AND APPLIES TO ALL MEMBER SCHOOLS, BUT EXCEPTIONS WILL BE REVIEWED BY THE BOARD.

Copyright

- Local Policy
- NDHSAA Regulation

COPYRIGHT:

- In all events, a legal purchased copy of the selection performed must be provided for the adjudicator and used by the accompanist and instrumental performer(s).
- A selection that contains a "Public Domain" notation may be legally photocopied as long as there is no "arrangement copyright" notation on the copy.
- c. An arrangement of ANY selection must have a publisher approval letter attached.
- d. Copyright waivers are available at the registration desk and MUST be signed by the director and presented to the adjudicator prior to the performance.
- NFHS Copywright Course

Inventory

- What's there, how is it organized?
- Current Processes?
- Budget Concerns?
- Disposal?

Grading

- Current Process, expectations, parent communication
- Performance Grading
- Student product

Student Eligibility

- School Grade Policy
- Transfer
- Homeschool
- Substance Violation
- Non-Class Member

Classroom Management

- Presence
- Consistency
- Someone will be in charge—up to you it's you.
- Cannot lead nor teach unless you can manage.
- Rarely is grading appropriate consequence.

Contest/Festival Dates

- Scheduled on School Calendar or Calendars?
- Deadlines?
- Budget?

Contest/Festival Rules

- Read the rules completely, if you have questions...ask!
- Recommended Lists
- School Limits
- Time Limits
- Student Limits

Bus Requests:

Bismarck Public Schools



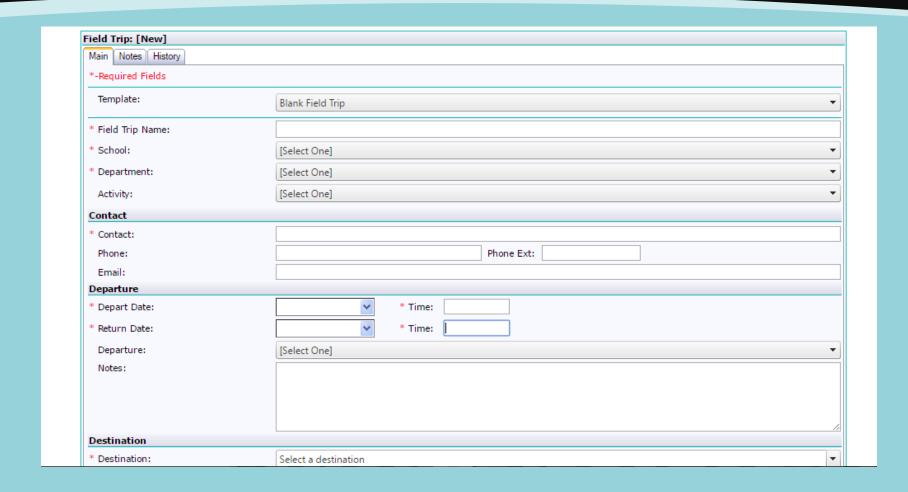
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Bus Request (Cont.)



Bus Request (Cont.)

* Destination:	Select a destination				
Street:					
City:					
State:		Zip:			
Contact:					
Title:					
Phone:		Phone	Ext:		
Fax:					
Email:					
Notes:					
Directions Directions:					
Directions:					
Trip Details					
* Equipment:	[Select One]				
* Classification:	[Select One]				
* Number of Students:	*			* Number of Adults:	Γ
* Number of Wheel Chairs:	*			Number of Vehicles:	Γ
Estimated Miles:	0			Estimated Cost:	
Estimated Hours:	0		Total Cost:		

Calendar/Transportation/Facilities

- Primary Contact?
- When is calendar developed?
- Process for scheduling dates, rooms, travel?
- Budget Considerations?
- Auditorium/Gym
 - Who is responsible for setup/teardown?
 - Kitchen—music boosters?

Communication is Key

- http://www.bhschoir.org/
- https://www.facebook.com/groups/422129948590957/
- https://www.facebook.com/BismarckHSChoirs/