



Administrative Protocols

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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)

The screenshot shows a web-based form for requesting professional leave. At the top, it displays the date "September 13" and a link to "Advanced Mode". On the left, there is a calendar for "September 2016" with the 13th highlighted. The main form area includes several sections: "Substitute Required" with a "Yes" toggle; "Absence Reason" with a dropdown menu; "Time" and "Substitute Report Time" sections, each with a dropdown for "Full Day" and time range inputs (07:35 AM to 03:35 PM); "Hold Until" with a dropdown for "Hold For 10 Minute(s)"; and two text areas for "Notes to Administrator" and "Notes to Substitute", each with a "255 character(s) left" indicator. On the right, there is a "FILE ATTACHMENTS" section with a "DRAG AND DROP FILES HERE" area and a "Choose File" button. At the bottom, there are three buttons: "Cancel", "Create Absence & Assign Sub", and "Create Absence".

Professional Leave (Continued)

C. OUT OF STATE/SCHOOL TRAVEL

1. ATTENDANCE AT FESTIVALS OR EVENTS REQUIRING OUT-OF-STATE TRAVEL OF MORE THAN 600 ROUND TRIP MILES MUST RECEIVE APPROVAL FROM THE NDHSAA.
2. 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.
3. 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.
4. 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:

- a. 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).
- b. 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 Copyright 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



Welcome to Infofinder *le*!

Please type your user id and password below to gain access.

Login	
User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Bus Request (Cont.)

Field Trip: [New]

Main Notes History

***-Required Fields**

Template: Blank Field Trip

* Field Trip Name:

* School: [Select One]

* Department: [Select One]

Activity: [Select One]

Contact

* Contact:

Phone: Phone Ext:

Email:

Departure

* Depart Date: * Time:

* Return Date: * Time:

Departure: [Select One]

Notes:

Destination

* Destination: Select a destination

Bus Request (Cont.)

Destination	
* Destination:	Select a destination <input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> Zip: <input type="text"/>
Contact:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/> Phone Ext: <input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>
Notes:	<input type="text"/>
Directions	
Directions:	<input type="text"/>
Trip Details	
* Equipment:	[Select One] <input type="text"/>
* Classification:	[Select One] <input type="text"/>
* Number of Students:	<input type="text"/>
* Number of Wheel Chairs:	<input type="text"/>
Estimated Miles:	<input type="text"/> 0
Estimated Hours:	<input type="text"/> 0
* Number of Adults:	<input type="text"/>
Number of Vehicles:	<input type="text"/>
Estimated Cost:	<input type="text"/> 0
Total Cost:	\$0.00
Invoicing Information:	

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/>