

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

---

**Related Entries:** CNA-RA, DJA-RA, GCA, GCA-RA

**Responsible Office:** Instruction and Program Development

### **Procedures for Use of Professional Performing Companies, Individuals, or Workshops**

#### **I. PURPOSE**

To establish the responsibility and outline procedures for evaluating, approving, recommending, contracting, and monitoring established paid professional performing companies, individuals, or workshops for use in the Montgomery County Public Schools

#### **II. GUIDELINES**

- A. These regulations apply only to the use of professional performances that are available countywide and are paid for by local schools.
- B. These regulations do not apply (1) to parent or community resources (i.e., firemen, police, local personalities, artists, etc.) who provide enrichment for the schools, (2) to performances that are contributed to schools, (3) or to MCPS student performing groups who present occasional programs for MCPS.

#### **III. BACKGROUND**

Performing companies or individuals have been providing services for Montgomery County Public Schools for many years. Since 1972, the Division of ECIA, Chapter I (formerly ESEA, Title I staff, later Chapter I and Early Childhood Services), and the Montgomery County Council of Parent Teacher Associations (MCCPTA) Cultural Arts Committee have been screening, approving, and showcasing groups who wish to make presentations in the schools. In later years the Department of Aesthetic Education joined the Division of Chapter I and MCCPTA in the screening of performing companies. (Aesthetic Education is now a unit in the Division of Aesthetic Health and Physical Education - DAHPE)

These performing companies have provided beneficial services. Owing to the large numbers of groups desiring to perform in schools, it became evident that a standardized selection process was needed to provide consistency among the companies.

An audition committee was formed in 1978 to establish guidelines and procedures to select and approve companies for school presentations that would enhance the educational programs for all student populations, reinforce BOE priorities, and support current work force diversity. In 1980 the process was refined by consolidating the efforts of MCCPTA, the Division of Chapter I, and the Department of Aesthetic Education. (DAHPE)

**IV. DEFINITIONS**

A. Established Paid Professional Performing Groups, Individuals, and Workshops

1. *Established Paid Professional Performing Companies or Individuals and workshops (hereinafter referred to as Category 1)* refer to those performing arts companies or individuals who have established themselves in the performing arts community with arts training and experience in performing in schools, who charge a fee to present performance or workshops and/or who give lecture demonstrations in the fine and folk arts in the areas of:

Clown	Mime	Storytelling
Dance	Musical Presentation	Theater
Dramatist	Opera	Visual Arts
Lecture/Demonstration	Poetry Workshop	
Magician	Puppetry	Other

2. Workshop

A *workshop* is an in-school presentation of information or an activity that involves students and supports and enriches the MCPS curriculum. The outcome of the workshop is either a demonstration, a product, or the development of skills that students can apply to the general curriculum. There are two types of workshops:

- a) Supplemental to performance
- b) Independent of performance

3. *Paid Professional Performing Companies, Individuals, or Workshops (hereinafter referred to as Category 2)* refer to established professional companies or individuals who charge a fee to present performances or workshops that focus on enrichment of other curricular areas such as reading, language arts, science, social studies, physical education, and mathematics.
4. *Paid Professional Performing Companies or Individuals in Special Category (hereinafter referred to as Category 3)* refer to performing companies or individuals of national or international prominence who are available for limited performances and exempt from audition procedures if unanimous consent is given by MCCPTA, the Division of Early Childhood Services, Title I, and the DAHPE.
5. Conflict of Interest

Full time MCPS employees may not engage in any activity that conflicts with their assigned duties (See Policy GCA: *Conflict of Interest Including Other Employment of School System Personnel* and Regulation GCA-RA: *Conflict of Interest*).

- B. *Superintendent's Committee for Performances in MCPS* refers to a committee representing MCCPTA, Division of Early Childhood Services, Title I, and the DAHPE appointed by the superintendent and composed of people who are knowledgeable in the arts, arts education, and/or curriculum.
- C. An *audition* is a 15-minute presentation of program segments by a performing company or individual before the superintendent's committee for evaluation and recommendation. Workshop auditions by video tape will occur only by mutual agreement between the performer and the committee.
- D. *Approved Performing Companies or Individuals or Workshops* are those companies, individuals, or workshops that have successfully met the required MCPS audition criteria.
- E. *Monitoring* is a procedure in which each approved performing company or individual will be observed in the schools on a regular basis by members of the superintendent's committee, school administrators and staff, or PTA representatives to ensure that performers adhere to published standards.

- F. The *Teacher's Guide* is a form identifying those educational elements related to a performance or workshop for the teacher's use in preparing the students for the program and with suggestions for follow-up activities.
- G. *Showcases* are a series of 15-minute presentations by performing companies or individuals on the approved list. The audience may include PTA Cultural Arts representatives and MCPS staff. Performing companies or individuals display materials during the showcases, disseminate information, and make contractual arrangements directly with school staff and PTA representatives. These showcases are sponsored by MCCPTA-EPI. They are held only in the fall of each school year.
- H. The *Planning Committee for Performances* in the school is appointed by the principal. The committee includes the PTA Cultural Arts chairperson or a representative of the PTA/PTSO and the appropriate school professional staff whose purpose is to select and make contractual arrangements with performing companies or individuals for that school.

**V. PROCEDURES**

- A. Establishment of Committee
  - 1. The Superintendent's Committee for Performances in MCPS will be established with responsibilities for:
    - a) Establishing and implementing guidelines and procedures for screening, evaluating, recommending and monitoring of companies or individuals performing in MCPS
    - b) Establishing procedures for the use of professional companies or individuals of national and international prominence who would be available for limited performances and exempt from audition procedures
    - c) Making recommendations to the superintendent
  - 2. The superintendent's committee will include an equal number of representatives from each of the three components: the MCCPTA, the Division of Early Childhood Services, Title I, and the DAHPE.
    - a) Each component will recommend a coordinator for a two-year term to be appointed by the superintendent.

- b) The chairmanship of the committee will rotate yearly among the three coordinators. The terms are from June 1 to May 31.
- c) The superintendent will appoint additional members from each component to serve for one- or two-year terms to provide continuity in auditing and monitoring. Recommendations will be submitted to the superintendent by the committee chairperson. The terms are from June 1 to May 31.
- d) Each component will have equal responsibility for auditing and monitoring.
- e) An executive committee includes the coordinator of each component and its administrator.

The executive committee meets as often as is necessary to:

- (1) Plan agendas
- (2) Attend to critical issues which arise in order to make recommendations to the committee
- (3) Review procedures, requirements, regulations and amend as needed

**B. Auditions**

- 1. Auditions will be held at least once yearly.
- 2. The location will be announced each year.
- 3. Requirements for professional companies, individuals, and workshops follow:
  - a) All performing artists who wish to perform or present workshops in MCPS must audition for and be approved by the superintendent's committee
  - b) Only those performances that are in Categories 1 and 2 (see Section IV, Definitions) will be auditioned

- c) Companies or individuals must have had previous performing experience in elementary and/or secondary public schools and must have performed the production, or presented the workshop to be auditioned before a student audience
- d) Companies or individuals must submit a Teacher's Guide and a completed registration for each performance or workshop to be auditioned
- e) Individuals or companies who bring live animals into schools must submit appropriate documentation of full compliance with federal, state, and county laws, regulations, and standards
- f) Performing companies in using whole or parts of published productions must attest to having copyright permission
- g) If the company or individual has more than one production or workshop to present in the schools, each production or workshop must be auditioned in order to be approved
- h) Presentations not meeting audition criteria may be auditioned a second time only
- i) Productions or workshops that are approved may not be changed in content, format, or focus without reauditioning

4. Evaluation Criteria

The superintendent's committee will use as the basis for selection and recommendation at the audition specific evaluation criteria (rating sheet) jointly developed by the MCCPTA, the Division of Early Childhood, Title I, and the DAHPE.

- a) Performing artists and individuals who meet the committee's evaluative criteria will be placed on the MCPS list of approved performances and workshops.
- b) Companies or individuals will be notified in writing of their acceptance or rejection.

- c) Performers who do not meet the evaluation criteria will receive a written critique.
- d) Performers may see their scoring sheet in the office of the committee chairperson by appointment only.

5. Appeal Process

Any company or individual wishing to appeal the committee's decision may submit a written request to the superintendent for reconsideration of the committee's decision.

C. Requirements for Approved Company or Individual

- 1. Approved companies and individuals must submit registration forms for each approved production each year by the designated deadline.
- 2. Approved companies and individuals must submit a list of the previous year's MCPS engagements (Survey Form) with fall registration materials.
- 3. Approved companies and individuals who do not submit materials required in 1 and 2 will be dropped from the MCPS approved list.
- 4. Approved presentations may be reauditioned every two years, based on the cumulative evaluations, at the discretion of the committee.
- 5. Approved performing companies or individuals who have not performed or presented workshops in MCPS for a two-year period will be dropped from the approved list. The group or individual may apply to audition after being off the list for one calendar year.
- 6. Companies or individuals may not use the performance as a vehicle for recruiting students for lessons or membership.
- 7. Companies and/or individuals may not sell or promote performance-related materials in the schools. (MCPS Regulation CNA-RA.)

8. Companies or individuals should contact the school several weeks in advance of the performance to indicate facility needs for assuring a safe and effective performance or workshop.
9. Companies or individuals must send one copy of the Teacher's Guide to the school principal and one copy to the Cultural Arts chairperson two weeks before the performance date for review and distribution.

D. Monitoring

1. The School Planning Committee for Performances will be responsible for completing and distributing the evaluation form (MCPS Form 345-72: *Performance Evaluation*) within two weeks after each performance or workshop funded by MCPS.
2. Monitoring of performances or workshops in schools for adherence to MCPS policy will be conducted on a regular basis in the schools by members of the superintendent's committee.
  - a) If a company or individual fails to maintain published MCPS standards, it will receive written notification of recommendations for changes.
  - b) If recommended changes are not incorporated in future performances, the name of the company or individual will be forwarded to the superintendent for deletion from the recommended list.

E. Local School Responsibility

1. Local schools will form a Planning Committee for Performance composed of the principal, professional staff, and the PTA Cultural Arts Chairperson.
  - a) In Title I and State Compensatory Education schools, membership will include Parent Advisory Committee representation as well.
  - b) This committee will be responsible for selecting performing companies from the published approved list on the basis of the school's instructional needs and funding capability.

- c) Schools should make contractual arrangements directly with performing companies of their choice in Categories 1 and 2.
  - d) For use of performing companies or individuals in Category 3, schools should send a written request to the DAHPE.
2. School and MCCPTA representatives are encouraged to attend showcase productions when they are provided.
  3. It is the school's responsibility to ensure that the performance or workshop space is clean and cleared.

**Regulation History:** Formerly Regulation 350-1, September 19, 1981 (directory information updated) Revised December 1986; revised January 5, 1998.