

## Procedures

### Policy 610.1 - School Assembly Programs

1. Any assembly requiring the district to enter into a contract with an external organization or individual must be approved in advance by the Board of Education or Superintendent.
2. Building principals must complete an application for approval of assembly programs covered under this policy that include the following information.
  - A statement describing the educational, cultural and/or entertainment value of the assembly activity, and the amount of time the assembly or performance will take from the instructional day.
  - An alternative plan, including appropriate supervision, for students opting out of the assembly or program.
  - A brief written summary of reference checks that must include, when possible, school districts of similar size and in the same geographic area as Northfield. The reference checks will be made by at least two people. Persons conducting the reference checks should include two of the following: Principal, Activities Director, Assistant Principal or Teacher.
  - A list of staff, students and/or community members involved in planning the assembly program.
  - A description of an alternative plan for students should the performance be halted due to breach of contract by the presenters or performers.
3. All contracts for assemblies must include the following provisions.
  - A clear and complete description of the content of the performance or presentation.
  - Contract language requiring that any materials distributed to students must be submitted for approval by school administration at least three working days prior to the scheduled performance or presentation.
  - An understanding that the final payment of the contracted fee shall be made following satisfactory completion of the performance; this could be the day of the performance, but not more than 30 days following the performance. At least 25% of the contracted fee shall be retained until the requesting administrator is satisfied all conditions of the contract have been met.
4. The requesting administrator must be in attendance at the assembly and he/she shall be responsible for halting the performance or presentation if its content is not consistent with the agreed upon provisions of the contract. In instances of illness or unforeseen circumstances when the requesting administrator cannot be present, he/she must designate responsibility to another administrator with instructions to carry out this provision, if necessary.
5. If an opportunity to contract for an assembly program comes up serendipitously not allowing time for official Board of Education action, the Superintendent of Schools or designee shall be empowered to act on behalf of the Board of Education. An application for approval and written contract must still be submitted before approval can be granted. The Superintendent of Schools will inform the Board of Education of such an action prior to the assembly performance or presentation.