

Assembly procedures are as follows:

(Taken from the Staff handbook and my previous communications)

- 1) There will be biweekly, hour long assemblies. They are already on the Calendar.
- 2) Dean of the Arts, Brett will coordinate tech, MCs, and performers for assemblies.
 - a. The Dean is not 'in charge' of assemblies nor are they entirely responsible for finding and auditioning performers. Tech and creation of set lists are the extent of the responsibilities. Creation of high quality assemblies is a shared responsibility of the entire community.
- 3) All performing art teachers are expected to recommend two performances per month.
- 4) Any performers beyond the art teacher recommendations can be sponsored by *any* teacher.
 - a. In order to sponsor a performance, you must be willing to vouch for the content of the performance so I would recommend that you ask kids to provide some kind of audition.
 - b. As the sponsor of the performance, it is your responsibility to make sure that kids are prepared. This includes having the entire Assembly Sign-Up Form filled out and signed by *all* of the students' Teachers, making sure that tech needs (CDs, stage set ups, etc.) are adequately addressed by the Tuesday *before* the assembly.
 - c. The sponsors must turn in the sign up forms to Pat on the Tuesday *before* the assembly.
 - d. I'd love to see new and different performers and performances this year, so please encourage your students to be creative.
- 5) During assemblies, students are required to sit in the area designated for their class.

- 6) It is the teacher's responsibility to monitor their students' attendance AND behavior.
 - a. Behavior issues that arise during assemblies should be brought to the attention of the administration immediately.
 - b. Teachers should take attendance at assemblies.
 - c. If a student skips an assembly, please report the absence to the administration after the assembly.

- 7) Assembly programs will be distributed via email on the day of the assembly.

- 8) Assembly participation forms should be signed by teachers and returned to students. If a student is not meeting expectations in your class, you have the right (and the responsibility) to not give your permission.