

# Music Regulations and Supplemental Guidelines

Great Falls Public Schools  
Department of Music Education

# 2009/2010



**Great Falls Public Schools**  
**PO BOX 2429**  
**Great Falls, Montana 59403**  
**406-268-6079**

Vision – All kids are engaged in Learning today... for life tomorrow  
Mission – We successfully educate students to navigate the future

This document is designed to assist music educators navigate the various challenges in the delivery and implementation of a large music program. The music department regulations are in line with current GFPS Board Policy and are intended to guide educators and assist in the alleviation of conflict. All Music Department guidelines are subject to changes in board, cabinet, department, and building policy.

Revised 2008/2009

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I. Civic Use of Bands, Choirs, and Orchestras:

a. Performances

1. The best interest of students shall be the deciding factor for performances of musical organizations for civic affairs. Factors include: preparedness, planning, availability of the membership, number of other school and music activities in proximity, esprit de corps.
2. If weather is inclement, during preparation and/or performance, the decision to perform out-of-doors will be a cooperative decision between the music instructor, the supervisor of music education, and the building administrator. Student's health, instrument and uniform damage will be considered related to such decision, with health and physical well-being being the primary consideration. In the event of rapidly deteriorating weather conditions, the music instructor(s) shall have authority to cancel or postpone an outdoor performance if the supervisor of music education is unavailable. Appropriate transportation to and from the performance site and an adequate, secure staging area will be provided. For events involving more than one school, all schools will adhere to the same decision.
3. Music organizations may not participate in activities which are considered to be political or controversial in nature or in the form of commercial enterprise. Contact the supervisor of music education if there is any question.
4. Music organizations should not schedule appearances on Sunday without special written permission from the principal. Students will not be required to participate in Sunday appearances, but students are responsible for informing the director well in advance if they cannot participate.

b. Marching practice on city streets

1. In March of 1981, the city of Great Falls City Commission adopted amendments to city codes allowing practice on city streets under the following conditions:
  - ✓ Amendment No. 1 exempts marching bands/drum and bugle corps from the noise ordinance. However, the chief of police may specify certain routings and may direct bands to alter approved routines if citizen complaints are received.
  - ✓ Amendment No. 2 enables the school district to ask the city to approve a reasonable amount of practice in preparation for a parade. Advance notice of proposed dates, times of day, routings, and purpose is required.
  - ✓ The city, through the chief of police, retains to its prerogative considerable discretion to impose limitations that will preserve and promote safety, such as possibly requiring traffic control devices or guards, and/or use of certain streets and/or use of alternative routing on successive days to reduce noise impact along a single route.
  - ✓ Music directors should not venture to street practice until sure that by virtue of other practice their units are completely responsive to their control as a director. When marching, the band is to be under the reasonable control of its director at all times.
  - ✓ Generally, the city asks for 30 days advanced notice of marching practice on Great Falls streets. Requests will be submitted through the supervisor of music education's office to the city manager's office.

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c. Requests for appearances

1. Use of musical organizations during the school day or after school hours for civic performances must be approved by the principal. Departments are encouraged to create small ensembles (quartets, quintet, etc.) to satisfy these requests in order to minimize loss of school time.

d. Annual participation

1. The following activities are regularly served by musical organizations from participating schools in School District No. 1, usually on a rotating basis:
  - ✓ Memorial Day Services – senior high schools (alternating years)
  - ✓ Holiday programs for service clubs – middle school and 9<sup>th</sup> grade ensembles
  - ✓ Exchange programs or festivals – middle school and senior high schools as approved or established



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II. Music Trips (Bands, Orchestras, Choirs)

- a. Board policies (and student codes) govern all music trips outside the district.
  1. Refer to GFPS Student Code **3000 SERIES – STUDENTS, available on-line at <http://www.gfps.k12.mt.us/DistrictInformation/Board/BoardPolicy/bpsecthree.htm>**
    - ✓ The complete board policy in regard to school sponsored trips is attached as a supplement to these regulations (see Appendix A).
- b. Cost containment
  1. Student music groups will combine or consolidate buses as practical. This may imply students from both high schools riding on a single bus.
  2. All subsequent references to school district support of music activities in terms of funds are contingent upon annual passage of appropriate mill levies and budgeted line items.
- c. The following procedures for trip requests must be carefully followed:
  1. Local trips
    - ✓ Trips within the city are to be made at the discretion of the building principal.
    - ✓ All requests for transportation in city are to be initiated through the principal of each school. The supervisor of music education may absorb this expense if the request merits consideration from an educational perspective and is fiscally sound.
    - ✓ Requests should be made at least 1 week in advance. Directors may wish to make follow-up confirming calls to the transportation supervisor.
    - ✓ Elementary trips other than fifth grade youth matinee concerts will be supported from individual building budgets.
  2. Out-of-town trips
    - ✓ Out-of-town trip requests are to be initiated by the building principal and sent to the supervisor of music education.
    - ✓ Bus requests will be initiated on the approved FileMaker Pro form SP18 by the director indicating all pertinent information. If expenses are being paid from an activity account, include the name of the account in the “Charge to Code” line on the form. Other payment codes must be assigned by the principal or the supervisor of music education.
    - ✓ An out-of-town trip should not exceed the loss of more than 2 days of school.
    - ✓ A school district employee must be present on each bus when transporting students. Additional chaperones’ names must be submitted in writing to the principal prior to the trip.
    - ✓ When making hotel reservations, organizers must also reserve rooms for bus drivers.
    - ✓ An expense accounting must be reported, with requisite receipts attached, on the proper district form within one week of the return date of the trip. When traveling, use “Report of Travel” form SP 22. Forms are available from building secretaries. **Requests for reimbursement to activity accounts will not be honored unless there are extenuating circumstances which should be reported to the supervisor of music education.**

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- d. In-State trips relevant to music program
1. All-State Music Festival
  2. In-State Invitational Music Festival
    - ✓ AA and State Festivals (select bands, orchestras, and choirs only)
      - a. AA Band
      - b. AA Orchestra
      - c. AA Choir
    - ✓ All groups, other than the select band, orchestra, mixed choir, jazz band, chamber choral ensemble, may be involved in one festival per school year so that no more than 1 school day is used. There are to be no overnight stays on a school night.
    - ✓ Other Activities – Participation in other opportunities (jazz workshops/festivals, chamber choir workshops/festivals, guest performances, master classes), may be requested by the music teacher. Permission of the building principal must be requested based on items in Appendix A.
  3. Football and basketball trips
    - ✓ Bands may make football and/or basketball trips on Friday and Saturday only (if the school is participating), none of which should involve the loss of school time of more than 1 day. Pep bands will leave Great Falls as late as possible on Friday in order to minimize lost class time. Marching bands will not perform post season half-time shows.
  4. Trips or tours that have the principal's and supervisor of music education's recommendation and approval of the assistant superintendent 7-12.
    - ✓ Tours
      - a. One tour involving no more that 2 school days is allowed for SELECT band, orchestra, and mixed choir. Initial tour proposals must be made 90 days prior to departure and must have the written approval of the principal and supervisor of music education (e-mail approval is adequate). Tours that involve loss of more than 2 school days will require approval by the school Board of Trustees. Retreats that involve school time or trips to participate in conventions resulting from taped auditions (example – NWMENC) will take the place of the tour for that school year.
    - ✓ Retreats
      - a. Retreats should be limited to weekends with no loss of school time unless they are designed to replace the tour for select groups.
    - ✓ Taping sessions, pictures, etc. should be scheduled on weekends, evenings, or during regularly scheduled class time so that there is no loss of school time.
- e. Directors of high school musical organizations may, with the recommendation of their principal and the supervisor of music education, request permission in writing to perform for out-of-state functions where the educational value is deemed to be clear and evident (see Appendix A).



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- III. Northwest Division Music Educators National Conference - The Northwest Division MENC Conference is generally scheduled in February in odd numbered years (MENC will be modifying this in 2010). The Northwest Division is made up of the following states: Alaska, Washington, Oregon, Idaho, Wyoming, and Montana. An All-Northwest Band, Orchestra, Mixed Choir, Treble Choir, and Jazz Choir are organized for each of the Northwest Division Conferences; high school students are eligible to audition for membership in one of these six musical groups.
- a. Membership
    1. All-NW MENC and NW ACDA Select Choir involves a very few select students chosen on the basis of recorded audition. The event is usually scheduled Thursday through Sunday and travel may necessitate the loss of 3 school days.
    2. Selected students must be academically eligible under district regulations (see Appendix C).
    3. Principals must sign all audition applications.
  - b. Financing
    1. As of the fall of the 2008/2009 school year, the school district no longer funds honor ensemble membership for individual students. Directors may assist students in fund raising activities to help offset the costs of transportation, lodging, and food expenses. All financial obligations are the responsibilities of those students and their families who choose to audition for membership.
  - c. Chaperones
    1. An adequate number of chaperones shall be approved by the principal; again, as of the fall of the 2008/2009 school year, the school district does not fund this expense (see section b above).
  - d. NW MENC, National MENC, NW ACDA, National, WIBC, Mid-West Band and Orchestra
    1. These events require selection by taped audition. Participation cannot be anticipated; and scheduling, if selected is beyond local control. Permission to audition may be granted by the principal. If selected, permission to attend requires board approval.
      - ✓ Teacher desiring to attend Northwest MENC Conference must obtain permission using “Request for Administrative Approval” form. Such requests shall be balanced with other district needs (see section XVI).



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- IV. District Music Festivals
  - a. Participation, entry procedures, organization
    - 1. See current MHSA Regulations, Section IV
  - b. Finances
    - 1. Entry fees for bands, orchestras, choruses, and assigned ensembles shall be paid by the district. Soloists and elective ensembles pay their own fees.
  - c. Chaperones
    - 1. Each school shall provide sufficient numbers of music instructors or other school personnel to provide adequate student supervision.
  - d. Ratings
    - 1. Exceptions to large ensembles performing for “rating” must be approved in advance by the building principal and the supervisor of music education.
  - e. Hosting the festival
    - 1. One or more of the 3 Great Falls High Schools may host the festival.
- V. State Solo and Ensemble Festival.
  - a. Although the District 6 Music Festival is a qualifying event for the Montana State Solo and Ensemble Festival, the Great Falls Public Schools do not participate in the State Solo and Ensemble Festival. Financial and instructional rationales lead to a decision in 1973 to funnel money and energies to other music events rather than attend the State Festival. The decision has been revisited several times and continues to be the consensus of the music faculty. **Students should be made aware of this policy prior to participating in the District 6 Music Festival.**
- VI. All-State Music Festival – The Montana High School Association sponsors an annual All-State Band, Orchestra, and Choir.
  - a. Membership, entry procedures, and organization
    - 1. See current MHSA Music Regulations, Section VI.
  - b. Financing
    - 1. Entry fees, transportation, meals included in the registration fee, and housing shall be provided by the school district. Accepted students must pay the appropriate school district extracurricular activity fee.
  - c. Chaperones
    - 1. An adequate number of chaperones shall be approved by the principal; their expenses will be provided as per school district policy.
  - d. Preparation
    - 1. Directors will assume responsibility to assist the student members in meeting their obligations of preparing all music before the festival.
  - e. Hosting the festival
    - 1. GFPS will generally extend an invitation every third or fourth year to host this festival.



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VII. Eligibility for Participation

- a. Eligibility for students who are being disciplined for mood altering chemical and/or tobacco use will be determined in accordance with current board policy published in the current GFPS Student Code **available on-line at**  
**<http://www.gfps.k12.mt.us/DistrictInformation/Board/BoardPolicy/bpsecthree.htm>**
- b. Academic eligibility for music students will be determined by administrative guidelines approved by the GFPS School Board (see Appendix C) **available on-line at**  
**<http://www.gfps.k12.mt.us/DistrictInformation/Board/BoardPolicy>**

VIII. Production of Music-Related Drama Productions

- a. Directors
  1. The high school principal shall designate the producer-director of the show, who will be responsible for general show preparations, arrangements, and planning that include financing, publicity, and tickets. Normally, the producer will be the school's drama director.
  2. The high school principal shall designate the music-director of the show, who will be responsible for the organization, rehearsal, and execution of the vocal and orchestral demands of the show. Preparation of the vocal score will normally be the responsibility of the school's choral director. One of the instrumental staff, most often the orchestra director, will assist with the preparation and direction of the pit orchestra.
- b. Technical production
  1. The school's stage craft instructor shall be the technical director of the production and, with the technical theater classes, shall be responsible for the design and execution of all settings, lighting, and other technical aspects.
- c. Rehearsal time
  1. Rehearsal time shall not exceed eight weeks.



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- IX. Musical Instruments – GFPS owns and maintains a number of musical instruments which are assigned to students.
- a. Instrumental use fee
    1. A non-refundable instrumental use fee of \$25 per semester and/or \$10 for summer music will be charged for the use of school owned instruments. A mallet and equipment use fee of \$25 per year will be charged to percussion students.
    2. Students who qualify for reduced rates or free meals or are recommended for exemption otherwise by their principal will pay a \$10 per year annual instrumental use fee.
    3. Students who are asked by a music director to change from a personally owned instrument to a school owned instrument will be exempt from this fee (The general application of this rule includes whether the family owns or once owned an instrument regularly used by the student before the switch was made).
    4. Monies will be collected by the director or exemption made by the director with the guidelines below in part b.
    5. All fees, including percussion, will be remitted to the supervisor of music education and deposited with the business office in fund 24 and will be used only for equipment replacement and maintenance.
  - b. Notice of fee due/receipt for instrumental use fee
    1. The instructor will fill out, in triplicate, a “Notice of Instrumental Use Fee Due” for every instrument checked out. Fee exempt status will be indicated on each form.
    2. Students will return all three copies, signed by the parent/guardian, with the appropriate amount due. Checks will be made out to GFPS Music.
    3. Instructor will initial the white copy indicating receipt of the fee and return it to the parent/guardian. One copy will be kept by the instructor and one copy will be sent to the supervisor of music education with the fee attached.
    4. In order not to impede progress of beginners, a horn may be used in classroom instruction prior to the receipt of the fee. **NOTE – NO HORN IS TO GO HOME WITH THE STUDENT UNTIL ALL FORMS AND FEES ARE RETURNED.**
    5. Routine maintenance and replacement of expendables (strings, pads, etc.) will normally be the student’s obligation.
    6. Major maintenance will be the district’s obligation.
  - c. Music instructors responsibilities
    1. Maintain inventory and records
    2. Keep instruments in good repair
    3. Explain or demonstrate proper instrument care, normal upkeep, and responsibility to students
    4. Interpret the “Use Agreement” to students and parents
    5. Collect, remit, and account for all fees and exemptions
  - d. Inventory
    1. All equipment, inclusive of all musical instruments, pianos, sound equipment, recording devices, sound shells, risers, and other music support equipment shall be on the music department computerized inventory of capital assets. Choral as well as instrumental directors share this responsibility.
    2. Each music director will note changes in location or assignment or in valuation of equipment. All significant damage and all loss shall be immediately reported to the supervisor of music education. New equipment, overhauls, or major repairs shall also be noted immediately.

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3. Each music director will conduct a hands-on inventory check at least twice each year, prior to October 1 and prior to the close of school.
4. During each inventory check, each director shall extend his/her inventory check to include a search for any instruments noted as missing and also note equipment which may not be on the inventory.
5. The maintenance of the inventory is an individual and system-wide responsibility of the highest order.

X. Uniforms – A director’s Responsibility

- a. When purchasing uniforms or performance attire, it is recommended that:
  1. Simplicity is kept in mind.
  2. Usability and wear-ability is strongly considered.
  3. The possibility of serving several successive years with one uniform and minor annual adjustment of furnishings is considered.
  4. Cost is kept manageable.
  5. Several alternatives are considered, including a non-uniformed approach, or a robed approach.
  6. It is recommended that advice be obtained and sought out from multiple sources.
- b. It is recommended that music teachers keep principals and others well informed of needs and plans for ensemble uniforms.
- c. Directors may charge a reasonable uniform use fee.

XI. Minor Repair and Replacement

- a. Instrumental music teachers may authorize minor repair and maintenance of instruments not to exceed \$30. Repair and purchased replacement must be from approved vendors (the approved vendor list will be on file in the supervisor of music education’s office). All transactions must be reported to the supervisor of music education’s office via e-mail or copies of invoices.
- b. Under no circumstances are music directors to permit or ask parents or students to complete this transaction.
- c. Repair and replacement anticipated to exceed \$30 require approval from the supervisor of music education’s office and the generation of a purchase order.
- d. Minor repair or purchase orders are to be initiated in advance of work.



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XII. Purchase Orders and Purchasing Office Procedure

- a. Annual orders
  1. Be certain company name and address, the quantity desired, accurate description, current catalog number, and prices are included.
  2. Elementary music teachers submit their annual order directly to their building principal.
- b. Purchase orders
  1. All equipment, supplies, or services require advanced approval.
    - ✓ Rush orders are to be avoided. Plan purchases well in advance to alleviate problems due to delivery delays.
  2. A purchase order is properly preceded by a request to the administrator authorized to control the respective budget line. At the secondary level when building funds and activity funds are requested, principal approval is required. The supervisor of music education approves repairs, supplies, and travel accounts budgeted for with music department general funds. At the elementary level, the supervisor of music education approves all requisitions (excluding the annual order), including repairs.
  3. The supervisor of music education's office must be notified via e-mail or in writing when an order or repair is complete. Be sure to include the requisition number with all communication. Incomplete deliveries should be reported to the supervisor of music education as well.
- c. Completing requisitions
  1. Be certain company name and address, the quantity desired, accurate description, CURRENT catalog number, and price are all included.
- d. Problems with purchase orders/expediting purchase orders
  1. If an order arrived and is incorrect, contact the administrator who signed the requisition.
  2. If you need to expedite an order, contact the supervisor of music education for prior approval and a purchase order number.
  3. If items are back ordered or cancelled, you will be notified by the purchasing or accounts payable offices. If you have questions, work with the purchasing office. If you have problems with a partial receipt or unacceptable items in your order, contact the supervisor of music education's office in writing.
  4. All return or exchanges require the use of an "Unacceptable Supplies" form showing the company name, purchase order number, requisition number, and a description of the problem/explanation of return. This form is sent by the supervisor of music education's office to the purchasing office. Teachers are not authorized to contact the vendor directly. Unacceptable items must be returned to the supervisor of music education's office.
  - 5.
- e. Minor repair (see section XI)
  1. Minor repair is a form of purchase order and must be handled appropriately.



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XIII. Accounts Payable

- a. Obligations incurred on behalf of the district shall be approved via only one of four provisions.
  1. Bona fide purchase order initiated by an approved principal's requisition. The purchase order must verify receipt of the requested item(s) or service(s) and a claim or invoice must be presented before payment will be made.
    - ✓ The minor repair and replacement process (see Section XI)
  2. Petty cash claim. By PRIOR APPROVAL of the supervisor of music education, may be reimbursed upon presentation of a sales slip IF coded by the supervisor of music education and subsequently approved by the purchasing agent.
  3. The GFPS general line item budget assigned to the supervisor of music education may not be used to reimburse student activity funds.
  4. An approved personnel action (wages – contract hourly or otherwise).
- b. It is imperative to keep clear records and receipts.
- c. Accountability extends to all transactions including budgeted funds, activity funds, fund-raising, and to all school equipment and supplies; the Board of Trustees has the legal supervision of all such funds.
- d. Use of personal savings or checking accounts for holding or transferring school related funds is to be strictly avoided. Money should be deposited in the school finance office.

XIV. Musical Instrument Insurance – The GFPS is not an insurance organization. We do, however, maintain a fund for the purpose of repair or replacement due to loss, theft, or accidental damage.

- a. The supervisor of music education's instrument inventory shall be the endorsed insurance list.
- b. Claims to this fund (damage or theft) will be initiated by the teacher to the supervisor of music education on an accident claim form. Students using school instruments may be liable for willful or negligent damage. **Loss or theft should be reported to the principal, the police, and the supervisor of music education immediately.**
- c. Student owned instruments at the high school and middle school levels may participate in the protection of this fund via an all-risk, minimal deductible policy (elementary school private instruments are not eligible for this program). Rates for this coverage will be determined annually.
- d. In the event of damage to a student owned instrument, the parent will:
  1. Contact the director or supervisor.
  2. Contract for necessary repairs.
  3. Pay for repairs.
  4. **Submit claim to the supervisor of music education for disposition.**
- e. In the event of a lost or stolen student owned instrument, the fund will replace the instrument with one of equal age and/or value.

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- f. Each secondary director is responsible to inform all students of the availability of this fund in October. Student participation for privately owned instruments is optional.

XV. Private Lessons

- a. For the convenience of students wishing to take private music lessons with a minimum of city travel, permission is granted by the district clerk to use school buildings for private teaching by GFPS music personnel within the following guidelines:
  - 1. Paid music lessons may be given only after the prescribed duty day and in no instance before the duty day.
  - 2. Private music teaching shall not be conducted in the schools on Saturdays and Sundays or during holiday periods.

XVI. Proper forms for Leave Requests

- a. “Request for Administrative Approval” form (SP-40) is used for various absences from the regular schedule. Please see instruction on form SP-40.
  - 1. Used whenever a teacher is out of town whether district funds are used or not.
    - ✓ Dollar amounts for travel, lodging, per diem, and registration should be completed by authorized supervisor.
- b. “Alternative Assignment” form SP-42 is used when staff is working outside regular in-town schedule and no district funds are required.
- c. Adjudicating: Adjudicating requires a “Request for Administrative Approval” form (SP-40) and approval by the supervisor of music education. The first two days of leave may, upon prior approval, be considered Staff Development (SD). The district will not provide transportation, lodging, or per diem for those teachers asked to adjudicate at festivals. It is the responsibility of the festival to incur these costs. After the first two days of leave, all subsequent days must be indicated as personal business (PB) or WP (leave without pay). Adjudicating is considered an opportunity to expand the status and influence of the GFPS music department as well as an educational opportunity for our staff to interact with other music programs. Teachers may only accept payment for hours after the regular duty day.
- d. Guest Conducting or Clinician: See above Section XVI C unless acting as a clinician at a conference that might otherwise meet a staff development opportunity. Again, this must be approved and supported by the principal and/or the supervisor of music education.
- e. Performances: Performances for and with GFPS students should be coded School Business (SB). If performance are personal/professional and do not include GFPS students, the event will be reviewed by the supervisor of music education and/or principal and coded as appropriate (SD, SB, PB, WP).
- f. The total number of absences from duty for any reason, including sick leave, will be weighed when considering school business, professional travel, and without pay requests for activities described above.
- g. Questions about other leave requests may be directed to a principal or the supervisor of music education.



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- XVII. Student Evaluation, grading, and scheduling conflicts in music performance courses – including jazz bands and chamber choirs (Guidelines established April 10, 1978 and June 8, 1978 Board meetings)
- a. Student evaluation in music performance electives should include assessment of individual growth in personal and ensemble music skills and expression.
  - b. The dimensions of citizenship and self-discipline parallel the dimension of musical competence and may be assessed together in determining grades.
  - c. Performance is an essential purpose of music organizations. Students may be expected to exercise commitment to this purpose as a minimum obligation to the performing ensemble and as a minimum expectation for the completion of course requirements,
  - d. The following guidelines may clarify evaluation responsibilities:
    1. Evaluation of students is the responsibility of the instructor.
    2. The instructor should establish, in writing, the criteria that will be used for grading and discuss this criteria with the students at the beginning of each semester. This may be part of a student handbook for the course or department. All students 7-12 must return a parental acknowledgement for indicating parents have read the criteria and understand that there are rehearsals and performances outside the school day at which attendance is required and grades are affected.
    3. It is the instructor's responsibility to establish the number and timing of performances to promote optimum ensemble growth throughout the year. The instructor is also responsible for the programming of performances.
    4. As soon as performances dates are established, the instructor should notify all students to facilitate their plans to meet these obligations. It is recommended that instructors distribute some form of calendar on a quarterly basis and keep an updated web page for community communications.
    5. Students should be reminded of upcoming performances in time to allow specific attention to possible conflicts.
    6. Attendance at events where the student is not directly performing may be encouraged as extra credit, but students may not be penalized for non-attendance for such events. Student attendance may not be required for extracurricular music events (see Appendix C).
    7. Grading should accord to school standards.
    8. Calendar conflicts should be reconciled in advance to a reasonable timeline set forth by the music director.
    9. If a conflict involves two scheduled extracurricular school event, a decision by the principal should prevail. Reference to AA Guidelines at the high school level may be helpful.
    10. If a conflict exists between community and school activities, the school activity is given priority during the school term (except on Sunday or Wednesday evenings).
    11. It is primarily the student's responsibility to notify the director of conflicts at home or at work as soon as such conflict becomes evident. Such conflicts should be addressed in advance of the event and a resolution should be sought out by all parties involved.
    12. The primary responsibility of all teachers shall be to avoid placing the student in a position of being torn between two conflicting school events. The music director shall work with other teachers and the principal in order to avoid scheduling conflicts.
    13. Some student conflicts at home and at work may be valid. Teachers should consider conflicts individually and assist students to eliminate conflicts. Release from

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performance obligations will be considered in individual cases with advanced agreement between the student and the teacher.

14. In establishing the performance schedule for any group, the music director must avoid exploiting particular students.
  15. The director must also assume responsibility to assist as many individuals as possible in music groups to have valid experiences in music performance.
  16. Montana AA Conference Guidelines have been developed for music activities and should be followed.
  17. Adopted Great Falls Music Regulations shall apply where appropriate.
  18. The school principal shall be the final arbiter in situations involving conflicts that cannot clearly be resolved through the process outlined above.
- e. All music directors/teachers are directed to monitor the GFPS calendar to assure accurate information is available to students, parents, staff, and administration.
1. All calendar changes are to be reported in writing to the supervisor of music education as soon as possible and prior to the actual event.

XVIII. Supervision of Music Activities

- a. Supervision of music students extends to in-town and out-of-town events where students represent their organization, their school, and the school district. Appearances include festival rehearsals, concerts (performance and/or listening), public dining, and staying in private housing or hotels/motels.
  1. The director is responsible for supervision of the music group and, therefore, for its general conduct and appearance.
  2. A responsible school employee approved by the principal is to be on every bus chartered for out-of-town functions.
  3. School rules and regulations and their implementation will be set forth by the principal of each school in accord with the current Student Code and School Board Policy.
  4. The director must be thoroughly acquainted with school rules, procedures, and expectations and the director is responsible to inform all other sponsors of all expectations and responsibilities.
  5. Each activity must have clear, worthwhile objectives that are understood by the principal, the supervisor of music education, sponsors, students, and parents.
  6. Students must be clearly informed of their responsibilities. Schedules should be plainly outlined.
  7. Housing, eating arrangements and free time for the group must be carefully planned.
  8. Dress (formal and informal) should accord with school regulations. Directors may establish reasonable requirements that exceed basic policies.
  9. Students are to remain with the group at all times except as authorized by the director on written release of responsibility signed by the parent/guardian, according to school regulations.
- b. Supervision should promote the development of individual and group pride and responsibility at all times.
- c. Supervision must be assiduous and characterized by careful follow-through.



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- XIX. Music in Our Schools Month (MIOSM) Guidelines – A tradition of holding separate district –wide events for choir, band, and orchestra in celebration of National Music in Our Schools Month (March) developed during the early 1990s. In an effort to bring consistency and efficiency to the planning and execution of such events, the following guidelines must be followed:
- a. Choir MIOSM
    1. One middle school music faculty will be responsible for music selection, logistics, printed programs, and conducting assignments for each year. Other schools should respond promptly for requests for information, rosters, etc.
    2. Music selection will be subject to review in September by the other schools. Concerns should be raised about music selection for specific pedagogical reasons, but NOT personal taste. The organizing school reserves the right to make final selections. Once made, the process is closed. The philosophical approach of the organizing school will be respected by the other schools and the literature selections will be taught to the best of each teacher’s ability. A positive experience for students is the top priority.
    3. Sufficient music copies will be provided to accommodate the largest choir section at each middle school. Each middle school must make their music needs known to the organizing chair.
    4. Care will be taken in rehearsal management to not demean students of a particular school during disciplinary action.
    5. Organizational responsibilities will rotate each year between the middle schools.
    6. Priority will be given to holding the event at a high school.
    7. *In the event of conflict among directors, the Choir MIOSM event will be canceled at the discretion of the supervisor of music education and building principals.*
  - b. Band MIOSM
    1. Only the symphonic band from each middle school and high school will participate. High school bands may perform for 15 minutes or less. Middle school band may perform for 12 minutes or less.
    2. Each director should approach the event with the philosophy of his/her school doing its best as opposed to “beating” or upstaging other district bands. This is NOT a competitive event. Directors are responsible to ensure that appropriate concert etiquette is demonstrated by their band.
    3. Concert order will rotate so that different bands begin and end the event each year. Bands must remain in their seats and listen to EVERY other band on the program. The single exception is the option to warm up in a separate area during the preceding band’s performance. Students must be informed that attendance is required for the entire event.
    4. Program information and rosters will be sent to the supervisor of music education’s office at least two week prior to the event.
    5. No risers will be available on stage.
  - c. Orchestra MIOSM
    1. Priority will be given to hosting the event at a high school not producing a musical on a given year. The hosting director shall serve as the organizing chair.
    2. Program information and rosters will be sent to the supervisor of music education’s office at least two week prior to the event.
    3. Directors are responsible to ensure that appropriate concert etiquette is demonstrated by their orchestra.
    4. The literature selections will be taught to the best of each teacher’s ability so that all students are well prepared. A positive student experience is the top priority.

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XX. Job Description

a. General Music Instructor K-6

1. Primary Function: Instructs classes in general music so students will feel more comfortable with all music; to create a good attitude toward music and to make cross-curricular connections wherever possible.
2. Responsible to: Building principal(s) and supervisor of music education.
3. Assigned Responsibilities:
  - ✓ Works with principals and staffs of assigned buildings to establish a class schedule that accommodates the needs of the building and cooperates with them in solving problems in a professional manner.
  - ✓ Teaches toward a positive attitude toward music.
  - ✓ Teaches toward a clear, free, in-tune singing voice.
  - ✓ Identifies individual and group singing problems and designs approaches for improvement.
  - ✓ Presents performance using unison and two-part music of high quality.
  - ✓ Instruction will be well-planned and sequenced toward music reading. Orff instruments, recorders, and other elementary classroom instruments will be used at appropriate grade level.
  - ✓ Matches activities and materials to individual and group skills and needs.
  - ✓ Conducts interesting, activity-filled, well-paced classes that use a variety of techniques, materials, and strategies appropriate to the lesson and in line with the adopted music curriculum.
  - ✓ Establishes and maintains an orderly classroom environment where students actively participate and show respect for other students and the teacher.
  - ✓ Gives clear directions.
  - ✓ Maintains accurate inventory records of music, books, instruments, and equipment.
  - ✓ Uses a well defined, fair grading system based on classroom activities and instruction and in accord with district policy.
  - ✓ Supervises out-of-school performances and activities as assigned.
  - ✓ Cooperates with other music teachers to further the total music program.
  - ✓ Participates in festivals, staff meetings, professional organizations, and other activities of the district/school and takes advantage of opportunities for professional growth.
  - ✓ Follows standards, policies, procedures, and regulations of the district, school, and department.
  - ✓ Keeps the building principal and supervisor of music education informed.
  - ✓ Any additional responsibilities mutually agreed upon by the teacher and the appropriate administrator.



b. General Music Instructor 7-8

1. Primary Function: Instructs classes in general music so students will feel more comfortable with all music; to create a good attitude toward music and to make cross-curricular connections wherever possible.
2. Responsible to: Building principal(s) and supervisor of music education.
3. Assigned Responsibilities
  - ✓ Works with principals and staffs of assigned buildings to establish a class schedule that accommodates the needs of the building and cooperates with them in solving problems in a professional manner.
  - ✓ Teaches toward a positive attitude toward music.
  - ✓ Teaches toward a clear, free, in-tune singing voice.
  - ✓ Identifies individual and group singing problems and designs approaches for improvement.
  - ✓ Builds and maintains a choir which presents performances using unison, two-part, and three-part music of high quality. Performing group will be well-disciplined and make a good appearance.
  - ✓ Instruction will be well-planned and sequenced toward music reading. Orff instruments, recorders, and other elementary classroom instruments will be used at appropriate grade level.
  - ✓ Matches activities and materials to individual and group skills and needs.
  - ✓ Conducts interesting, activity-filled, well-paced classes that use a variety of techniques, materials, and strategies appropriate to the lesson and in line with the adopted music curriculum.
  - ✓ Establishes and maintains an orderly classroom environment where students actively participate and show respect for other students and the teacher.
  - ✓ Gives clear directions.
  - ✓ Maintains accurate inventory records of music, books, instruments, and equipment.
  - ✓ Uses a well defined, fair grading system based on classroom activities and instruction and in accord with district policy.
  - ✓ Supervises out-of-school performances and activities as assigned.
  - ✓ Cooperates with other music teachers to further the total music program.
  - ✓ Participates in festivals, staff meetings, professional organizations, and other activities of the district/school and takes advantage of opportunities for professional growth.
  - ✓ Follows standards, policies, procedures, and regulations of the district, school, and department.
  - ✓ Keeps the building principal and supervisor of music education informed.
  - ✓ Any additional responsibilities mutually agreed upon by the teacher and the appropriate administrator.



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c. Secondary Choral Teacher, 9-12

1. Primary Function: Instructs classes in vocal music so that students develop individual and group performance skills and an understanding of music.
2. Responsible to: Building principal(s) and supervisor of music education
3. Assigned Responsibilities:
  - ✓ Teaches students to sing with well formed vowels and a clear, free, focused, in-tune sound.
  - ✓ Establishes and maintains a well-disciplined classroom in which students are actively participating and show respect for one another and for the teacher.
  - ✓ Conducts interesting and well-paced classes using a variety of vocal techniques and maximizes time when students are paying attention and working on tasks directly related to the lesson for the day.
  - ✓ Conducts rehearsals and performances demonstrating an understanding of different styles and types of music and an understanding of proper conducting techniques.
  - ✓ Identifies individual and group singing problems and designs approaches for improvement.
  - ✓ Designs or selects and uses planned sequences of instruction so that students acquire skills in vocal technique and music reading.
  - ✓ Gives clear instructions and makes certain that students understand.
  - ✓ Assesses and gives clear instructions of student progress that can be used for a fair grading procedure consistent with district policy.
  - ✓ Uses high quality music of different styles and types that fit the abilities and needs of the group.
  - ✓ Presents performances of high musical quality in which groups are well-disciplined and make a good appearance.
  - ✓ Supervises out-of-school performances and activities as assigned.
  - ✓ Cooperates with other vocal music instructors to ensure continuity in enrollment and maintenance of a program that attracts students who continue to sing in high school.
  - ✓ Ensures that instructional activities and materials are clearly related to district, school, and department goals and objectives.
  - ✓ Selects, maintains, and properly requisitions required music, equipment and supplies.
  - ✓ Keeps an accurate inventory of music, equipment, and supplies.
  - ✓ Participates actively in school, district, department, and state activities and takes advantage of in-service, organizations, and other opportunities for professional growth.
  - ✓ Follows standards, policies, procedures, and regulations of the district, school, and department.
  - ✓ Keeps the building principal and supervisor of music education informed.
  - ✓ Any additional responsibilities mutually agreed upon by the teacher and the appropriate administrator.

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d. Elementary Instrumental Teacher

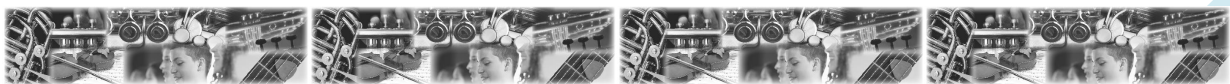
1. Primary Function: Instructs classes in band and/or orchestra instruments so that students develop skills in instrumental technique.
2. Responsible to: Building principal(s) and supervisor of music education
3. Assigned Responsibilities:
  - ✓ Recruits and holds a sufficient number of students to sustain a standard and balanced instrumentation in the succeeding middle school and high school bands.
  - ✓ Establishes a well-disciplined classroom in which students are actively participating and show respect for one another and for the teacher.
  - ✓ Cooperates with principals and building staff of assigned building to establish a class schedule which accommodates the needs of each building and each student.
  - ✓ Cooperates with other district instrumental music instructors to ensure continuity in enrollment from elementary to middle school.
  - ✓ Conducts interesting, well-paced classes using a variety of instructional techniques with the maximum amount of time being on task with students participating and paying attention.
  - ✓ Identifies individual problems and designs approaches for improvement.
  - ✓ Matches activities and materials to individual and group skills and needs.
  - ✓ Designs or selects and uses planned sequences of instruction for the development of instrumental techniques and music reading so that students acquire the prerequisite skills necessary for continuation of the study of instrumental music.
  - ✓ Ensures that instructional activities and materials are clearly related to district, school, and department goals and objectives.
  - ✓ Assesses and records student progress, class attendance, instrument care, etc. and relates this information to parents on a quarterly basis.
  - ✓ Maintains and submits accurate records on enrollment, attendance, and instrumentation to the supervisor of music (monthly).
  - ✓ Properly maintains and/or requisitions music, equipment, instruments, and supplies.
  - ✓ Cooperates with entire staff on maintaining an accurate inventory.
  - ✓ Supervises out-of-classroom activities as assigned.
  - ✓ Maintains a good working relationship with staff and administrators so problems may be solved in a professional manner.
  - ✓ Participates and cooperates in district-wide festivals and activities.
  - ✓ Participates in staff meetings, professional organizations, and other building and district activities; and takes advantage of opportunities for professional growth.
  - ✓ Follows standards, policies, procedures, and regulations of the district, school, and department.
  - ✓ Keeps the building principal and supervisor of music education informed.
  - ✓ Any additional responsibilities mutually agreed upon by the teacher and the appropriate administrator.



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e. Middle School Instrumental Music Teacher

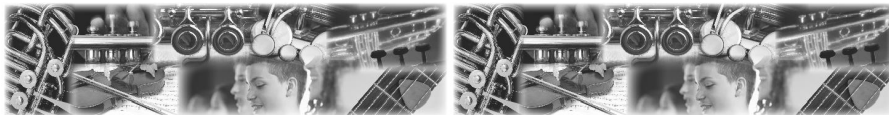
1. Primary Function: Instructs classes in instrumental music (band and/or orchestra) so that students develop individual and group performance skills and an understanding of music.
2. Responsible to: Building principal(s) and supervisor of music education
3. Assigned Responsibilities:
  - ✓ Recruits and holds a sufficient number of students to sustain a standard and balanced instrumentation in the succeeding middle and high school bands.
  - ✓ Establishes a well-disciplined classroom in which students are actively participating and show respect for one another and for the teacher.
  - ✓ Supervises out-of-classroom performances and activities as assigned.
  - ✓ Conducts rehearsals and performances demonstrating a thorough understanding of each instrument, adequate conducting skills, and an understanding of the differences in style among various types of music.
  - ✓ Identifies individual problems and designs approaches for improvement.
  - ✓ Designs or selects and uses planned sequences of instruction for the development of instrumental techniques and music reading so that students acquire the prerequisite skills necessary for continuation of the study of instrumental music.
  - ✓ Conducts interesting, well-paced classes using a variety of instructional techniques and materials with the maximum amount of time being on task with students participating and paying attention.
  - ✓ Gives clear, concise directions and makes certain that students understand.
  - ✓ Assesses and records student progress, class attendance, instrument care, etc. and relates this information to parents on a quarterly basis.
  - ✓ Uses high quality music of different styles and types that fit the abilities, skills, and needs of the group.
  - ✓ Presents performances of high quality in which groups are well-disciplined and make a good appearance.
  - ✓ Cooperates with other district instrumental music instructors to ensure continuity in enrollment and maintenance of a program that encourages the majority of students to continue through high school.
  - ✓ Ensures that instructional activities and materials are clearly related to district, school, and department goals and objectives.
  - ✓ Selects, maintains, and properly requisitions required music, instruments, equipment and supplies.
  - ✓ Keeps an accurate inventory of music, instruments, equipment, and supplies.
  - ✓ Works with administrators, department chair, and staff in a professional and cooperative manner so that problems and concerns of all parties, including students, are considered.
  - ✓ Participates in staff meetings, professional organizations, and other building and district activities; and takes advantage of opportunities for professional growth.
  - ✓ Follows standards, policies, procedures, and regulations of the district, school, and department.
  - ✓ Keeps the building principal and supervisor of music education informed.
  - ✓ Any additional responsibilities mutually agreed upon by the teacher and the appropriate administrator.



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f. Secondary Instrumental Teacher

1. Primary Function: Instructs classes in instrumental music (band and/or orchestra) so that the students develop individual and group performance skills and an understanding of music.
2. Responsible to: Building principal(s) and supervisor of music education
3. Assigned Responsibilities:
  - ✓ Establishes a well-disciplined classroom in which students are actively participating and show respect for one another and for the teacher.
  - ✓ Supervises out-of-classroom performances and activities as assigned.
  - ✓ Conducts rehearsals and performances demonstrating a thorough understanding of each instrument, adequate conducting skills, and an understanding of the differences in style among various types of music.
  - ✓ Identifies individual problems and designs approaches for improvement.
  - ✓ Designs or selects and uses planned sequences of instruction for the development of instrumental techniques and music reading skills.
  - ✓ Conducts interesting, well-paced classes using a variety of instructional techniques and materials with the maximum amount of time being on task with students participating and paying attention.
  - ✓ Gives clear, concise directions and makes certain that students understand.
  - ✓ Assesses and records student progress so that it can be used for a fair grading procedure consistent with district policy.
  - ✓ Uses high quality music of different styles and types that fit the abilities, skills, and needs of the group.
  - ✓ Presents performances of high quality in which groups are well-disciplined and make a good appearance.
  - ✓ Cooperates with other district instrumental music instructors to ensure continuity in enrollment and maintenance of a program that encourages the majority of students to continue through high school.
  - ✓ Ensures that instructional activities and materials are clearly related to district, school, and department goals, objectives, and regulations.
  - ✓ Selects, maintains, and properly requisitions required music, instruments, equipment and supplies.
  - ✓ Keeps an accurate inventory of music, instruments, equipment, and supplies.
  - ✓ Works with administrators, department chair, and staff in a professional and cooperative manner so that problems and concerns of all parties, including students, are considered.
  - ✓ Participates in staff meetings, professional organizations, and other building and district activities; and takes advantage of opportunities for professional growth.
  - ✓ Follows standards, policies, procedures, and regulations of the district, school, and department.
  - ✓ Keeps the building principal and supervisor of music education informed.
  - ✓ Any additional responsibilities mutually agreed upon by the teacher and the appropriate administrator.



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g. Supervisor of Music Education

1. Function

- ✓ The supervisor of music education is responsible for direct supervision, evaluation, and coordination of all music activities in Grades K-12 of the Great Falls Public Schools. Within these areas this supervisor shall administer personnel with regard to music policies, music curricula, budgets, equipment, and supplies according to the policies and procedures set forth by the Great Falls Public Schools Board of Trustees (see HR descriptions for additional information regarding function).

2. Responsibilities

- ✓ The supervisor of music education is directly responsible to the Assistant Superintendent for Instruction 7-12. The music supervisor is also to work closely with the Assistant Superintendent K-6. This supervisor is accountable for and has the commensurate authority, within prescribed limits of district policies, regulations, and procedures, to accomplish the fulfillment of the duties set forth below.

Duties

- ✓ Instructional improvement and maintenance of standards.
  - a. The supervisor of music education shall provide leadership, advice, and interpretation of the school system regarding the organization and content of all programs in music education and performance.
- ✓ Personnel related to responsibility of position
  - a. The supervisor of music education directly supervises/evaluates music teachers and classroom teachers instructing music areas. It is understood that music personnel must also be responsible to the school principal.
  - b. This supervisor shall advise and assist in the selection, placement, evaluation, and retention of music instructors.
- ✓ In-service training and music resources
  - a. The supervisor of music education has direct responsibility for establishing in-service training for music personnel. Meetings for music personnel shall be utilized as necessary to maintain intradepartmental communication.
- ✓ Classroom visitations
  - a. The supervisor of music education shall regularly visit classes on all levels as well as school-sponsored music activities. The supervisor shall maintain a continuous program of evaluation, both as to the efficiency of the personnel and the appropriateness of the program.
- ✓ Evaluation of materials
  - a. The supervisor of music education shall evaluate all existing and perspective text and materials and make recommendations to the Assistant Superintendents for Instruction and the Director of Curriculum for the inclusion or rejection of these texts materials as part of the music program.
- ✓ Equipment of facilities related to responsibility of position
  - a. An inventory of all music equipment shall be maintained, with annotations of acquisition, condition, maintenance, cost record, and current replacement value.

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- ✓ Interpretation of programs
  - a. The supervisor of music education shall interpret the music program to teachers, administrators, and the community through available media, meetings, and workshops when appropriate.
- ✓ Budgetary responsibilities
  - a. Preparation of a proposed music budget shall be the duty of the supervisor of music education. This budget should include provisions for equipment, supplies, books, instructional support materials, enrichment programs and clinicians, pianos, transportation, music, and maintenance.
- ✓ Montana High School Association activities
  - a. The supervisor of music education shall work closely with principals to facilitate the district music festival and other such MHSA events as are invited on behalf of GFPS, within policies set forth by the Board of Trustees.
- ✓ Community Arts Development
  - a. The supervisor of music education shall be a positive supporter/leader of the broader role of arts and music within the Great Falls and Montana cultural environment.
- ✓ Reporting and Data
  - a. The supervisor of music education shall maintain and report such data as to provide for effective planning, monitoring, and interpretation of the program and its outreach.
- ✓ Art Department Responsibilities
  - a. The supervisor of music education is also the coordinator of fine arts for the Great Falls Public Schools.
  - b. Additional duties include the supervision and evaluation of elementary art teachers, assisting middle school and high school building principals with art department related issues, and assisting the art department teacher coordinator with administration of departmental needs (i.e. district art shows, public relations, material orders, etc.)
- ✓ Student Teacher Placement
  - a. The Fine Arts Coordinator/Supervisor of Music Education office is responsible for all GFPS student teacher placement K-12, all subjects.



Appendix A

School Sponsored Trips

**2320 INSTRUCTION FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION**

1. Field Trips, Excursions and Outdoor Education

- a. The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.
- b. Field trips which take students out of school more than two (2) days must be approved in advance by the Board. The Superintendent has the authority to approve all other field trips.
- c. Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.
- d. No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

Cross Reference:

8131 Private Vehicle Transportation

Policy History:

Adopted on: July 1, 2000

**2320R INSTRUCTION - FIELD TRIPS**

Field Trips

1. All instructional activities that utilize community resources and take place outside the school must be approved by the Superintendent in advance of the trip, with the exception of walking trips in District must have prior approval of the Principal. Field Trips should be adequately planned which will include provisions for pre and post trip classroom activities.
2. A school-sponsored trip is any travel to any destination, which involves District sponsorship, chaperones, funding, funds for which the District is accountable, or activities that are extensions of the usual District responsibilities.
3. No arrangements shall be made for a school sponsored trip prior to obtaining the necessary approval.  
**All travel requests must be in writing and shall include:**
  1. Recommendation of the principal, supervisor of music education, and Assistant Superintendent
  2. Students and staff affected
  3. Dates and times of departure and return
  4. Mode of travel and lodging accommodations
  5. Chaperones
4. Elementary
  1. Travel outside the District must be approved by the Board for any performance, exhibition, contest or competition.
  2. Superintendent must give prior approval to in-state travel that meets a high standard of educational value, excluding performances, exhibitions, contests or competitions; does not involve more than the loss of two school days for the student involved; and has the recommendation of the principal.

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3. Travel involving the loss of more than two school days or travel out of state must have prior approval by the Board of Trustees.
5. Middle Schools
  1. Absent Board approval, travel out of state will not be authorized.
  2. Superintendent must give prior approval to in-state travel that meets a high standard of educational value, excluding performances, exhibitions, contests or competitions; does not involve more than the loss of two school days for the student involved; and has the recommendation of the principal.
  3. Travel involving the loss of more than two school days must have prior approval by the Board of Trustees.
6. High Schools
  1. Travel that meets a high standard of educational value, does not involve more than the loss of two school days for the student involved, and has the recommendation of the principal must have prior approval of the Superintendent.
  2. Superintendent must give prior approval to in state travel that meets a high standard of educational value, does not involve more than the loss of two school days for the student involved, and has the recommendation of the Principal.
  3. Travel involving the loss of more than two school days must have prior approval by the Board of Trustees.

Policy History

Adopted on: July 1, 2000

Revised on:



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Appendix B

AA Conference Guidelines – Music Activities

- I. Applicability of MHS A Rules and Regulations
  - a. All MHS A Rules and Regulations are to apply.
  - b. Certain guidelines below illustrate areas in which modification of the existing MHS A Rules and Regulations should be proposed by the AA Conference Principals.
- II. NASSP and National Federation of High School Activities
  - a. The total Montana High School experience is too important to dilute with out-of-state travels.
  - b. District and State Music Festivals (April and May)
  - c. In-State Invitational Music Festivals
    - Band (March – Monday and Tuesday between Divisional and State Basketball Tournament). Date may move to last week in February in order to avoid CRT testing conflicts.
    - Choir (November – Monday and Tuesday preceding Thanksgiving)
    - Orchestra (First Monday and Tuesday in February)
    - Invitational festivals promoted on a more local basis for training choirs, bands, and orchestras may involve smaller schools as well.
  - d. Trips in support of athletic events
  - e. Exchange concerts
- III. Relevant Out-of-State Music Trips
  - a. All-Northwest Division Conference
  - b. Occasional trips individually approved by local schools and MHS A
- IV. Organizational Responsibility for Invitational Festivals.
  - a. A host organization chairman shall be designated by the director with the consent of the host principal. Supervisor of music education will engage guest directors after soliciting the advice of affected directors at least 10 months in advance of the projected date.
  - b. Directors should be notified by the host organizing chair of the repertoire selections six months prior in advance, or before the summer in the case of choir festivals. Affected directors who wish to register objections as to the repertoire should do so constructively and within three weeks of notification.
  - c. Invitational festivals shall be self-financing in the sense that all relevant costs shall be equally divided among participating schools except where the number of students makes a direct difference, i.e. lunches, etc. A member AA school and its principal shall be accountable to other participating schools for all financial transactions.
  - d. Program lengths shall be managed and special acknowledgements shall be as brief and unpretentious as possible. Public presentation of gifts is not recommended.
  - e. Guest directors for invitational festivals shall generally not be paid more than \$1000 for a 2 day festival plus travel, lodging, and expenses.
  - f. Seating methods in the case of orchestras and bands shall be determined a year in advance by directors, rotational in nature, and conveyed in writing to the organizational chair by a director designated at the meeting.
  - g. Music selected should be assessed by the organizing chair as to the availability, educational and musical worth, appropriateness to student capabilities and instrumentation or voicing, and size of groups involved. The organizing chair shall bear the responsibility for adequately conveying these parameters to guest directors making the selections of music.

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V. AA Invitation Festivals - Host Responsibilities (District/Host/Guest)

Supervisor of Music Education	Host School/Designated Building Chair	“Away” School/Designated Assistant Building Chair
<ul style="list-style-type: none"> <li>• Guest Conductor Contracts</li> <li>• Travel for Guest Conductors</li> <li>• Lodging for Guest Conductors</li> <li>• Food Services arrangements (lunches/snacks)</li> <li>• Equipment Transfer</li> <li>• Program</li> <li>• PO# processing/order for music selections</li> <li>• Director dinner</li> <li>• Director lunches</li> <li>• Other misc. guest conductor expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities preparation</li> <li>• Housing</li> <li>• Reception</li> <li>• Guest Conductor recommendations</li> <li>• Music selection recommendations</li> <li>• Facilities clean-up</li> <li>• Monday/Tuesday concerts</li> <li>• Hospitality room</li> <li>• Lunch for directors/conductors</li> <li>• Finances (under the supervision of the supervisor of music education)</li> </ul>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Extra equipment</li> <li>• Assist with Guest Conductor recommendation</li> <li>• Assist with music selection recommendations</li> <li>• Assist with facilities clean-up</li> <li>• Monday/Tuesday concerts</li> <li>• Director dinner set up</li> </ul>

VI. Activities Limitations

- a. Individual principals and music directors should strive to:
  - Engage as many individual music students as possible in invitational music festivals and/or workshops.
  - Try to avoid involving select students in more than one each of the relevant in-state music trips per each organization to which they belong.
  - Avoid over participation of individual students in music (or a particular phase of music) and promote other activities experiences in balance.

VII. Recommended guidelines for establishing priorities among conflicting activities:

- a. It is recommended that activities of a state-wide nature in the AA Conference be given priority where conflicts arise.
- b. It is recommended that all activities personnel be acquainted annually with these guidelines.

VIII. Recommended policy for encroachment on dates:

- a. It is recommended that no activities of state-wide nature in the AA Conference be scheduled by the AA Conference against the proposed dates for All-State and AA Invitational Festivals or District Music Festivals.
- b. It is recommended that no music exchange concerts or any invitational music festivals be scheduled against other regular state-wide AA activities.
- c. It is recommended that no football game be scheduled in the AA Conference opposite All-State Music Festival (Friday evening of Teacher’s Convention) in the same city.
- d. It is recommended that marching bands with students participating in All-State Festival will not be required to perform the weekend of All-State.
- e. It is recommended that no AA activity be scheduled opposite any NW-MENC Divisional Meeting hosted in Montana.

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- IX. Rotation of All-State Festival
- a. It is recommended that the All-State Festival rotate in sponsorship among high schools in the following four cities: Billings, Missoula, Bozeman, and Great Falls on a four-year cycle.
- X. Uniform Policy Regarding District Music Festivals
- a. All AA Conference schools will actively participate in District Music Festivals.
- XI. Guidelines for Housing and Chaperoning Students
- a. Current housing guidelines will apply for all music festivals.
  - b. No private home housing may occur for All-State and All-Northwest music festivals.
  - c. The practice of housing in private homes for other festivals may only occur in homes that have been adequately screened by local directors. Students may only be housed in homes where a parent/guardian will be present each evening and can provide safe transportation to and from rehearsals and performances.
  - d. Drinking of alcoholic beverages, use of tobacco, and the use of non-prescription or illegal drugs will not be tolerated at rehearsals, while traveling to or from any home, in any home, or under any circumstances or premises.
  - e. Curfews while on trips will be imposed at the discretion of directors.
  - f. Only actual participants in a festival will be allowed in private homes after hours.
  - g. Participants on trips will be released from the director's responsibility only directly to the parents.
  - h. Dress at rehearsals and performances
    - Boys; Slacks, neat shirt, dress shoes and socks.
    - Girls: Dresses, skirts, or dress slacks; blouses or sweaters; shoes.
    - Concert Dress: Complete uniform or formal attire.
  - i. A minimum of one school district employee per bus should be provided to chaperone music groups.
- XII. Out-of-town Music Trips
- a. All such trips are to be made at the request of the local director, discretion of the building principal, approval of the local Board of Trustees, and if necessary, approval of the MSHA Board of Directors.
- XIII. Recommended Limitation to Pep Band Obligations
- a. It is recommended that no student be required to perform for more than 16 music appearances in support of athletic contests exclusive of playoffs and tournaments.



Appendix C

Eligibility for Music Participation and Credit Bearing Music Classes Policy

Music activities shall fall into two categories. Extracurricular and co-curricular, and eligibility should be determined according to the following guidelines. Determination of eligibility is an administrative responsibility, not requiring further action by the Board.

Extra-Curricular Events	Participation Requirement
<ul style="list-style-type: none"> <li>• Pep Band and Musicals</li> </ul>	<ul style="list-style-type: none"> <li>• MHSAs requirements or district requirements, whichever are the most stringent. GFPS requires that the student be passing 5 credit bearing classes the prior semester.</li> </ul>
<ul style="list-style-type: none"> <li>• MHSAs District Music Festival *</li> <li>• All-State Music Festival</li> <li>• NW MENC and ACDA</li> </ul>	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>
Co-Curricular	Participation Requirement
<ul style="list-style-type: none"> <li>• Performances that require no loss of school time</li> </ul>	<ul style="list-style-type: none"> <li>• Allowed if required of all students enrolled to partially satisfy the grade requirements for the music class.</li> </ul>
<ul style="list-style-type: none"> <li>• Performances, workshops, festivals, invitational festivals, and tours that require the loss of school time.</li> </ul>	<ul style="list-style-type: none"> <li>• Any student enrolled in music, but considered academically ineligible for extracurricular and/or MHSAs activities may participate if he/she is passing in all subjects at the time of the event. Music directors will be responsible for making certain this requirement is satisfied.</li> </ul>

\*Note: According to the MHSAs handbook Music Rules and Regulations (Part I, rule 5), extracurricular participation in district music festivals is defined as a “music group which may qualify for state and solo ensemble festival.” Bands, orchestras, and choirs DO NOT qualify for state music festival. Participation in bands, orchestras, and choirs performing at district music festival is part of the students’ grade requirement and, therefore, co-curricular. Solos and ensemble participation IS extracurricular.



Band, Orchestra, Choir Letter Guidelines

**Guidelines for lettering in Band are:**

1. Membership in Symphonic Band is required.
2. A student must participate in good standing in 5 sessions of an athletic support group (pep band or marching band)
  - a. Example: A sophomore who has been a member in good standing in marching band 2 years, girls' basketball pep band 2 years, and boys' basketball pep band 1 year would be able to letter at the end of the sophomore year.
3. Alternate activities (All-Northwest band or orchestra, All-State band or orchestra) may be substituted for an athletic support group at the discretion of the director.
  - a. Example: A football player who is a member of symphonic band and who has been in All-State band or orchestra 2 years and boys' basketball pep band 3 years could letter at the end of his junior year.
4. The band directors have the latitude to consider other special circumstances.
  - a. Example: Mainstreamed special education band members or band members physically unable to march.
5. The directors will present awards at an appropriate time in the spring that will allow parents to be present for the presentations. Awarding of letters **will not** take place at spring concerts that involve music groups other than band.

**Guidelines for lettering in Orchestra are:**

1. Membership in Chamber Orchestra is required
2. A student must participate in good standing in 5 sessions of an extracurricular event/ensemble performance. Directors will provide list of appropriate extracurricular activities for orchestra students each fall.
3. Alternate activities (All-Northwest band or orchestra, All-State band or orchestra) may be substituted for an alternative ensemble at the discretion of the director.
4. The orchestra directors have the latitude to consider special circumstances.
5. The directors will present awards at an appropriate time in the spring that will allow parents to be present for the presentations. Awarding of letters **will not** take place at spring concerts that involve music groups other than orchestra.

**Guidelines for lettering in Choir are:**

1. Membership in Delphian, Chanteur, Select, or Chaconne Choir is required
2. A student must participate in good standing in 5 sessions of an extracurricular event/ensemble performance. Directors will provide list of appropriate extracurricular activities for orchestra students each fall.
3. Alternate activities (All-Northwest choir, All-State choir) may be substituted for an alternative ensemble at the discretion of the director.
4. The choir directors have the latitude to consider special circumstances.
5. The directors will present awards at an appropriate time in the spring that will allow parents to be present for the presentations. Awarding of letters **will not** take place at spring concerts that involve music groups other than choir.

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Guidelines for Extracurricular Activities

Scheduling conflicts are often unavoidable. The following guidelines governing student participation in extracurricular events is an attempt to minimize student, teacher, and parent stress for those who participate in multiple activities. Instructors have the prerogative of making prior agreements with regard to student participation in scheduled events. While the student's best interest should be considered, they should not be given a choice or pressured to participate in a certain activity.

1. Students will participate in the event that holds the highest priority at the time.
2. Generally, tournaments, meets or festivals progressing toward state competition will have priority over invitational events.
3. Major competitive events will have precedence over regularly scheduled activities.
4. In situations not covered by numbers two and three above, the instructors should work out the conflict. Once an agreement has been reached, the student may not be allowed to participate in the non-approved activity. If the instructors cannot agree on the activity the student is to participate in, the final decision will be made by the principal.

