

**SITE OPERATIONS CIRCULAR NO. 1022**

Office Of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** October 28, 2005

**To:** Division and Department Heads, Elementary and Middle School Principals, Child Development Center Administrators

**Subject:** APPROVED PERFORMANCES FOR ELEMENTARY SCHOOL ASSEMBLIES

**Departments and/or**

**Persons Concerned:** Elementary and Middle School Principals, Child Development Center Administrators

**Due Date:** None

**Reference:** Procedure Numbers 1550, 2310, 4925

**Action Requested:**

1. Schedule elementary school assemblies according to approved list.
2. Return Principal's Response Form after assembly.
3. Request performing groups not listed to contact the Visual and Performing Arts (VAPA) Department

**Brief Explanation:**

District Procedure No. 4925 requires that all performing groups scheduled to appear in elementary school assemblies must have been auditioned and approved by the Elementary Assembly Committee.

An updated alphabetical list of performances, approved through July 2006 by the committee of elementary school principals, is available on-line at [www.sandi.net/depts/vapa/index.html#assemblies](http://www.sandi.net/depts/vapa/index.html#assemblies). These performances meet the criteria cited in Procedure No. 4925. This list does not constitute endorsement of the programs but rather indicates that the panel has evaluated and approved them for school presentations. Each of the performers listed has received a letter approving contact with elementary schools.

Please inform your PTA or other parent groups that an updated list is available on-line. Many schools have assemblies funded by their parent organizations and are urged to use this list when selecting assemblies.

There is normally a charge for these programs; however, revolving cash funds may not be used for this purpose as explained in Procedure 2310. Procedure No. 1550 outlines district policy for reimbursement. Performers should be advised that at least three weeks must be allowed for processing payment for the performance.

If you are dissatisfied with any performance included on the approved list, please complete the Principal's Response Form included in the alphabetical listing of performers. The Elementary Assembly Committee will be convened to reevaluate the performance and its appropriateness for school audiences.

Please refer performing groups that do not appear on the approved list to contact the Visual and Performing Arts office at 858-539-5349.

Karen Childress-Evans, Ed. S.  
Director  
Visual and Performing Arts Department

APPROVED:

A handwritten signature in black ink that reads "Geno Flores". The signature is written in a cursive style with a large initial 'G'.

Geno Flores  
Deputy Superintendent

KC:jr

Distribution: Lists A, C, D, and E