I. **PURPOSE:** To provide general procedures to ensure that live performance artist(s) and disc jockey(s) meet acceptable standards when performing before students of the Prince George’s County public school system at any school sponsored activity on or off school grounds.

II. **BACKGROUND:** The Board of Education of Prince George’s County is committed to providing an appropriate and productive environment for its student population. To that end, performing artist(s) and disc jockey(s) contracted to perform for students at school-sponsored activities shall maintain appropriate standards for their musical selections consistent with guidelines in this Administrative Procedure.

III. **PROCEDURES:** The following is a listing of guidelines for procuring live performance artist(s) and disc jockey(s):

A. Performing artist(s) or disc jockey(s) who perform at school system functions shall ensure that all musical selections, and their overall performance, including attire, shall meet acceptable standards (i.e., no obscenities, no sexually explicit lyrics, and no glorification of violence).

B. The Area Executive Director shall require that all contracts entered into between a school in their region and the performing artist(s), disc jockey(s), or their agent(s) shall include a criteria clause that states:

   “Performing Artist(s)/Disc Jockey(s) shall ensure that their performance as a whole, all their individual selections, attire and any distribution of materials will be appropriate for students in a school setting. Also, it is agreed that neither the performance nor promotional materials shall include obscenities, sexually explicit lyrics, reference to drugs or other illicit materials, gang signs, or glorification of violence.”

C. The distribution of any related flyers, promotional materials or CDs must receive approval from the Area Executive Director prior to distribution.

D. The Department of Purchasing will maintain the vendor list of performers and disc jockeys that have been used within the school system and have given acceptable performances consistent with the above referenced criteria clause. If a live performance is found to be unacceptable, the artist(s) or disc jockey(s) will be taken off the list.

E. For performing artist(s) and disc jockey(s) not on the vendor list (in the Department of Purchasing), the sponsoring group will ask the prospective
performing artist(s) or disc jockey(s) to submit recommendation letters or telephone numbers that can be utilized for reference purposes and, when possible, to present a demo tape for review by the sponsoring group. If the performing artist(s) or disc jockey(s) meet all the acceptable standards before and after the performance, the artist(s) or disc jockey(s) will then be added to the reference list.

F. Performing artist(s) and disc jockey(s) that are known to have demonstrated unacceptable behavior during a school or community-wide performance **shall be placed on a list of those who shall not be used by any school in the school system.**

“Go-Go” bands, or similar musical groups, should not be permitted use of any system building. This restriction applies to school-sponsored activities as well as requests for building use by outside organizations.

G. Area Executive Directors, principals, or their designees, shall exercise their administrative discretion in the approval or disapproval of a performing artist(s) or disc jockey(s) not addressed within these guidelines.

H. Vendor must be on the approved vendor list in Purchasing and show evidence of liability insurance protection and any other licensure requirements and meet all other requirements of a Board Vendor, to include W-9 information and tax ID.

I. Vendor cannot be an employee of Prince George’s County Public Schools (conflict of interest).

IV. **RELATED PROCEDURES:** None.

V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Department of Student Services, Office of Student Affairs, and will be updated as appropriate.

VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5153, dated March 10, 2005.

VII. **EFFECTIVE DATE:** August 1, 2009.

Approved by:
William R. Hite
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11