

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #2910 (Instruction) Regarding
Implementation of Southern Maryland Music Activities**

I. Process

- A. The superintendents' designees of Calvert, Charles and St. Mary's Counties will convene a committee every three years to update the Southern Maryland Music Educators Handbook.
- B. The superintendents' designees from Calvert, Charles and St. Mary's Counties will prepare yearly calendars and budgets for the Southern Maryland Music Conference (SMMC) activities.

II. Guidelines

- A. When an appeal is received by the superintendent's designee, the current Southern Maryland Music Conference Handbook shall be used.
- B. The superintendent or designee shall have the responsibility for communicating with the Board and appropriate staff any and all changes which might occur with regard to the rules governing the activities of the Southern Maryland Music Conference.