



## COMMUNITY RELATIONS: Use of School Facilities

Contests

Requests to conduct contests in schools may be approved when the contest has educational value and contributes to positive community relations. The principal has the responsibility for making decisions regarding participation in local school contests. Any contest which involves more than one school must be approved by the Associate Superintendent, Division of Curriculum and Instruction.

## 1. Criteria for Approval

- a. The contest must have defined educational value and/or further students' civic, social, and character development.
- b. The contest must not require excessive use of class time of students and teachers.
- c. The duplication of contest themes, purposes, and skills in any one year should be avoided.
- d. Participation must be completely voluntary for students or teachers.
- e. An award which is a part of the contest must be appropriate to the age of the students participating.

## 2. Administrative Requirements Placed on Sponsoring Organizations

- a. An organization sponsoring a contest should submit its request for student participation in writing prior to July first of each year. This request must include a statement of purpose and a detailed description of the operation of the contest. Requests which are confined to a local school must be submitted to the school principal. Requests for participation by more than one school must be submitted to the Associate Superintendent, Division of Curriculum and Instruction.
- b. The sponsoring organization shall be responsible for submitting, with the request for approval, a procedure for processing and judging all entries.

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- c. If a local school contest is approved by a principal, the sponsoring organization must provide the principal with multiple copies of the rules and regulations for participation at least two weeks before the beginning of the contest with enough copies of the contest rules for each student.
- d. If participation by more than one school is approved, the sponsoring organization must supply enough copies of the contest rules for distribution to students in all participating schools to the Associate Superintendent, Division of Curriculum and Instruction, at least one month prior to the start of the contest.
- e. A description of an award(s) shall be part of the request for student participation. Awards should be appropriate in number, kind, and value.

3. Administrative Responsibilities Placed on the School System

- a. A letter of approval or disapproval for participation by more than one school will be forwarded to the requesting organization by the Associate Superintendent, Division of Curriculum and Instruction. This letter should state that approval of the contest does not make participation mandatory on the part of any school, student, or teacher.
- b. Principals will be notified by the Associate Superintendent's office when approval has been granted for inclusion of their school in a particular contest.
- c. When a request for a contest in a single school is approved or disapproved by the principal, the principal shall be responsible for notifying the requesting organization. A copy of this letter shall be forwarded to the appropriate area assistant superintendent.

4. Awards

- a. When a principal approves a contest in his/her school, that approval applies to the contest award.
- b. When approval is granted for a contest involving one or more schools, that approval applies to the contest award.

Rule

Superintendent of Schools

Approved: 2/26/81

Revised: 11/3/09