

COMMUNITY RELATIONS: Use of School Facilities

Contests

REQUESTS TO CONDUCT contests IN SCHOOLS [will] MAY be approved WHEN THE CONTEST [that have desirable] HAS educational value[s] and [can] contributeS to [our program of] POSITIVE [public] COMMUNITY relations. THE PRINCIPAL HAS THE RESPONSIBILITY FOR MAKING DECISIONS REGARDING PARTICIPATION IN LOCAL SCHOOL CONTESTS. [Individual schools should limit participation to avoid conflict with the primary purposes of the school.] 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 [should] MUST have [definite] DEFINED educationAL value[s] AND/OR FURTHER STUDENTS' CIVIC, SOCIAL, AND CHARACTER DEVELOPMENT.
- [b. The purposes and the motivations of the sponsoring organization should be beyond reproach.
- c. A contest or activity should be designed solely to benefit school youth in educational, civic, social, and ethical development.]
- b.[d.] The [character of the] contest must not [be such as to] require excessive use of class time of students and teachers.
- c. [e.] The duplication of contest themes, purposes, and skills in any one year should be avoided.
- d. [f.] Participation [should] MUST be completely voluntary for students or teachers.
- e. [g.] AN [The] award which is a part of the contest must be appropriate to the age of the students participating.

[2. Decisions Regarding Student Participation

RULE 1320

- a. Principals have the responsibility for making decisions regarding participation in local school contests. If there is any doubt in the mind of the principal regarding such participation, he should confer with the appropriate area assistant superintendent.
- b. Any contest which involves more than one school will follow the approval process.]

[3.] 2. Administrative Requirements Placed on Sponsoring Organizations

- a. AN [All] organization[s] sponsoring A contest[s] should [place] SUBMIT ITS [their] request[s] 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 [should be channeled through the office of the individual] MUST BE SUBMITTED TO THE school principal. Requests for [countywide] participation BY MORE THAN ONE SCHOOL [should be channeled through the Office of] MUST BE SUBMITTED TO the [Deputy Superintendent] ASSOCIATE SUPERINTENDENT, DIVISION OF CURRICULUM AND INSTRUCTION.
- b. The sponsoring organization [must] SHALL be responsible for submitting, with the request for approval, [an acceptable] A procedure for processing and judging all entries.
- c.[b.] If a local school contest is approved by a principal, the sponsoring organization must PROVIDE [supply him/her] 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.[c.] If [countywide] participation BY MORE THAN ONE SCHOOL is approved, the sponsoring organization must supply [the Deputy Superintendent's office at least three weeks before the beginning of the contest with] 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.
- [d. The sponsoring organization must be responsible for submitting, with the

request for approval, an acceptable procedure for processing and judging all entries.]

- e. A description of [the] AN award(s) shall be part of the request for student participation. Awards should be appropriate in number, kind, and value.

3.[4.] Administrative Responsibilities Placed on the School System

- a. A letter of approval or disapproval for [countywide] participation BY MORE THAN ONE SCHOOL will be forwarded to the REQUESTING [sponsoring] organization by the [Deputy Superintendent's office.] ASSOCIATE SUPERINTENDENT, DIVISION OF CURRICULUM AND INSTRUCTION. This letter should STATE [make clear to the sponsoring organization, however,] that approval of the contest does not make participation mandatory on the part of [the] ANY school, STUDENT OR TEACHER.
- b. Principals will be notified by the [Deputy Superintendent's office] ASSOCIATE SUPERINTENDENT'S OFFICE when approval has been granted for INCLUSION OF THEIR SCHOOL [countywide participation] in a particular contest.
- c. When A request[s] for A contest [participation originate in the office of the local principal, he has the responsibility for] IN A SINGLE SCHOOL IS APPROVED OR DISAPPROVED BY THE PRINCIPAL, THE PRINCIPAL SHALL BE RESPONSIBLE FOR notifying the REQUESTING [sponsoring] organization [regarding participation of the student body]. A copy of this letter [should] SHALL be forwarded to the appropriate area assistant superintendent.

[5.] Awards

- a. When a principal approves [participation in a local] A contest IN HIS/HER SCHOOL, THAT APPROVAL APPLIES TO THE CONTEST AWARD. [he is, at the same time, approving the award which is a part of that contest.]
- [b.] a. When approval is granted for [participation in] a contest INVOLVING ONE OR MORE SCHOOLS, THAT APPROVAL APPLIES TO THE CONTEST AWARD. [which is countywide, statewide, or national in character], the award which is a part of the contest is likewise approved.]

Rule
Approved: 2/26/81

Superintendent of Schools