



ADMINISTRATIVE PROCEDURE

CONTESTS FOR STUDENTS

1322

Procedure No.

February 23, 1976

Date

- I. **PURPOSE:** To establish a committee to serve as the screening agent for requests for school/student participation in contests which will best contribute to the educational objectives of the Prince George's County Public School System.
- II. **POLICY:** The Board of Education recognizes the merit of some contests in assisting the schools in carrying out their educational obligation. The Board believes if not controlled in some way, the schools will receive an overwhelming volume of requests which may cut into the school commitment to render a high quality of education. A county wide committee will screen requests to conduct contests in the schools and will disapprove any request if they consider the contests to be disruptive or unrelated to the planned program of instruction at any given time. (See Board Policy 1422 as amended 1/30/75.)
- III. **BACKGROUND:** The Board of Education, in its efforts to provide a sound and wholesome atmosphere for learning, realizes that it is necessary and vital for the students to be aware of and participate in events that are current. The Board, therefore, allows outside groups, in accordance with its policy, to conduct within the schools those contests or activities which are relevant and beneficial to the educational program. The contest committee, before approval is granted, must ensure that the:
 - A. Contest or activity is chosen for its value to the youth in their educational, civic, social, and ethical development.
 - B. Contest or activity is not designed to promote or advertise a product, or an ideology of any kind or type.
 - C. Contest or activity which encourages students to work out contributions, solutions, and creations by their own efforts will be considered first.
 - D. Contest or activity is open to all students, regardless of race, creed, sex, or national origin and is without any bias.
 - E. Contest or activity does not stereotype by sex or race.
 - F. Contest or activity will not place any undue stress or burden upon the students, teachers, or schools.
 - G. Contest or activity does not involve any entry fee to the students, teachers, or schools.
 - H. Contest or activity will be held on non-school time unless there is educational merit to be gained by the students, teachers, or schools.



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- I. Awards are appropriate in both kind and number.
- J. Judging does not involve any student, teacher, or school who may have had any connection with this contest or activity.

Participation in the contest by an individual school, even after the approval of the County Contest Committee, shall be on a voluntary basis. The individual school will determine whether or not the approved contest fits in without the school's educational program.

No contest or activity can or will be conducted in the County Schools involving or implying the involvement of any student, teacher, or school with having been screened by the Contest Committee.

IV. **PROCEDURES:** The Assistant Superintendent for Instruction and Pupil Services charges the Department of Educational Services with the responsibility for coordinating the screening process.

- A. Committees – A County Contest Committee shall be appointed by the Superintendent of Schools to serve as the screening agent for requests for school participation in contests. This committee shall be five (5) in number, including the chairperson, and shall meet as needed for the purpose of reviewing the requests.
- B. Application – All requests for the schools of Prince George's County to participate in a contest shall be submitted to the Contest Committee at least thirty (30) days prior to the start of the contest.
- C. Participation – Participation in contests shall be on voluntary basis for students and/or schools. Contests which require all members of any club, class, or school to participate will not be approved.
- D. Materials – All circulars and information pertaining to the contest, after being approved, must be made available to the schools at least two (2) weeks before the contest is to start.
- E. Judging – Organizations requesting approval of a contest should also make provision for qualified persons to act as judges of the contest. Any organization failing to notify participating schools of the winners or outcome of the contest, shall lose the privilege of conducting a contest or any other activity for a period of one (1) year.
- F. Local School Screening – It is recommended that each school establish a screening method to limit their participation in contests.



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- V. **RELATED PROCEDURES:** Communicating with the Public, Policy 1111, Distribution of Literature and the Appearance of Speakers, adopted 9/25/62.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Educational Services and that department shall review and consider the need for updating of same annually or when circumstances may require.
- VII. **CANCELLATIONS AND SUPERSEDURES:** These Administrative Procedures cancel and supersede, Contests for Student Rules, Approved November 24, 1959.
- VIII. **EFFECTIVE DATE:** February 23, 1976.

Approved by:
Carl W. Hassel
Superintendent of Schools