



ADMINISTRATIVE PROCEDURE

1322

CONTESTS FOR STUDENTS

Procedure No.

July 2, 2018

Date

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- I. **PURPOSE:** To establish criteria for requests for school/student participation in contests which will best contribute to the educational objectives of the Prince George’s County Public Schools.
 - II. **POLICY:** The Board of Education recognizes the merit of some contests in assisting the schools in carrying out their educational obligation. In order to maintain a planned, balanced educational program, contests should only be approved in schools where they support and relate to the planned program of instruction. (Board Policy 1422)
 - III. **DEFINITION:** “Contest” is defined as an event in which each student performs without direct contact with or interference from competitors.
 - IV. **PROCEDURES:**

A. Contest Criteria

1. In an effort to provide a sound and wholesome atmosphere for learning, it is important for students to be aware of and participate in events that are current. In accordance with this procedure, outside groups may be allowed to conduct contests or activities within schools which are relevant and beneficial to the educational program.
2. Contests must meet the following criteria:
 - 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 is open to all students, and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to designated youth groups.
 - d. Contest or activity will not place any undue stress or burden upon the students, teachers, or schools.
 - e. Contest or activity does not involve any entry fee to the students, teachers, or schools.
 - f. 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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- g. Awards are appropriate in both kind and number.
 - h. Judging does not involve any student, teacher, or school that may have had any connection with this contest or activity.
3. Participation in the contest by an individual school shall be approved and on a voluntary basis. The individual school will determine whether or not the approved contest is aligned with the school educational program.

B. Contest Approval

1. Screening - The Principal is responsible for coordinating the screening process for contests in the school and can deny any request if the contests are deemed to be disruptive or unrelated to the planned program of instruction at any given time.
2. Application – All requests for a school of Prince George’s County to participate in a contest shall be submitted to the Principal at least thirty (30) days prior to the start of the contest.
3. Participation – Contests shall be on a voluntary basis for students and/or school. Contests which require all members of any club, class, or school to participate will not be approved.
4. Materials – All circulars and information pertaining to the contest, after being approved, must be made available to the school at least two (2) weeks before the contest is to start.
5. 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.
6. Local School Screening – It is recommended that each school establish a screening method to monitor its participation in contests.



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C. School Recordkeeping and Monitoring

1. Schools will maintain a copy of each request in a secure file located in the main office. The folder should be titled “Contests for Students.”
2. All requests must be kept on file for four (4) years.
3. A review of this procedure will be done each school year with all principals.

V. **RELATED POLICIES:** Board Policy 1422, Contests for Students.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Division of Teaching and Learning, Department of Curriculum and Instruction – Academic Programs, and will be updated as needed.

VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes, Contests for Student Rules, Approved - February 23, 1976.

VIII. **EFFECTIVE DATE:** July 2, 2018

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