



CATEGORY: **Instruction, Cocurricular/Extracurricular**

SUBJECT: **Standardized Contests Involving Individual Students**

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**A. PURPOSE AND SCOPE**

1. To define administrative procedures for conducting contests that involve participation of individual students.
2. To promote participation in school contests as a complement to the instructional program.
3. This procedure does not cover group or team competition.
4. For contests primarily intended for school fund raising, refer to Procedures 2265, 2270, and 9325.

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: F-3500, F-3850.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Partnerships in Education Department, Communications and Community Relations Division. (Questions about a particular contest should be directed to the contest sponsor.)
2. **Responsibility for Approval of Contests**
  - a. Decisions about whether or not to participate in contests are to be made by the sites affected. Sponsors are encouraged to contact schools directly; schools with questions about a particular contest should contact the contest sponsor.
  - b. In the event of a problem involving a particular contest, schools should contact the Partnerships in Education Department.
3. **Screening Criteria for All Contests**
  - a. A contest should provide an opportunity to a large group of students in specified grade levels, regions of the city, or courses. Students should be free to choose whether to participate, regardless of race, religion, creed, color, marital status, sex, sexual orientation, national or ethnic origin, or disability.
  - b. Only nonprofit, civic, patriotic, or community welfare organizations, whether local or national, shall be considered as sponsors.
  - c. Contests that require fees or charges will *not* be approved.

- d. The subject must be consistent with the instructional program of San Diego Unified School District. Sponsors are requested to state, *in writing and in advance of the contest*, the criteria to be used by judges. (Contests should be judged on quality that is consistent with the instructional program. Judges also should give consideration to originality in art work, writing, or speaking and to the quality and content of a contestant's own ideas.)
- e. No contest will be approved which addresses itself to a current partisan issue or to an active political candidate or office holder.
- f. No limitations or stipulations **will** be placed by the district in regard to awards and prizes offered by sponsors. Sponsors are requested to offer awards and presentation activities which are motivating to students, which are consistent with educational objectives of the contest, and which focus attention on the effort and achievement of winning students.

#### **4. Regulations Governing All Contests**

- a. Requests to sponsor contests and all pertinent information must be submitted to schools six to eight weeks prior to the contest deadline.
- b. *Approval is for one year only.* Each sponsoring organization is requested to review student participation in that contest and make adjustments in their proposal for the following year, if appropriate.
- c. *Each contest must be directed toward specific grade levels.* Contests to be conducted in secondary schools must be restricted to a limited number of subject areas (e.g., English, art, social studies).
- d. *Participation by schools shall be entirely voluntary.* Sponsors should not, under any circumstances, place pressure upon individual principals and teachers to recruit entries.
- e. In developing the contest title and topic, sponsors should give consideration to student interest and motivation to participate by a large number of students. Consideration should also be given to using student writing in forms other than essays (e.g., newspaper editorial, letter, dialogue).
- f. Sponsors of art poster contests should clear details, including poster size, materials, and disposition of posters submitted, with individual school principals.
- g. *Anonymity of entrants should be protected* by sponsoring agencies and organizations so that a student's name cannot be identified with an entry by the judges. Each sponsoring group must submit a plan to ensure confidentiality in judging as part of its request to sponsor a contest.

h. **Judging**

- (1) Judges will base selection of contest award winners on criteria established in advance of the contest (see C.3.d.).
- (2) Direct contact between a judge or a member of a sponsoring organization and a participating student for the purpose of offering criticisms or adverse comments about a student's work should be directed to the principal of the participating school.

- i. **Contest Awards.** The number of entrants **from** the San Diego **Unified** School District and the names of all contest winners with information regarding respective awards must be submitted to the Communications and Community Relations Division not later than thirty days after the close of each contest. The contest sponsor shall contact principals of the winning school(s) to arrange presentation of awards.

D. **IMPLEMENTATION**

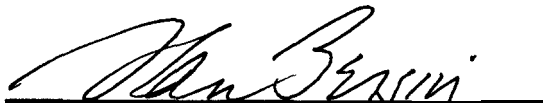
1. **Contest sponsor** submits information on contest subject, rules, regulations, and proposed awards to schools six to eight weeks prior to contest deadline.
2. **Principal**
  - a. Receives contest information from sponsor.
  - b. Encourages participation and gives recognition to contest.
  - c. In conducting contests, considers following suggestions in the interest of good staff morale and community relations:
    - (1) Entry into any approved contest is voluntary; principals may encourage participation by students and teachers.
    - (2) Whenever possible, contests involving written work should be emphasized as part of the instructional program, either as a class assignment or as a voluntary enrichment activity.
    - (3) Contest entries should be screened in all schools; work submitted should be truly representative of work of the class and/or of typical students.
  - d. Returns contest entries for judging.
3. **Judging board** selects winning entries; notifies principals of names of winners and their awards within thirty days after close of contest.

**4. Contest sponsor** makes awards to winners in appropriate ceremonies.

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. **APPROVED BY**

  
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Superintendent of Public Education