

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Area Superintendent

Issue No: 3

Date: 7/29/91

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Reference:

ARTICLE: 3.0 EDUCATIONAL PROGRAM

3.19 EXTRA-CURRICULAR ACTIVITIES

SECTION 3.19.3 Approval and Review Procedure for School or Classroom Assemblies, Programs, and Contests, K-5

This procedure provides for a systematic review and approval process for individual, organizational, or community proposals for programs, contests, assemblies, and other events generated from outside the school.

1. The assistant superintendents, Learning Support Services, shall serve as the initial screeners for all proposals for programs, contests, assemblies, and other events. If the proposal appears to be appropriate and have educational merit, the assistant superintendents will convene a Review and Approval Committee.

Committee Membership:

Assistant Superintendent (1)

Principals (2)

Classroom Teachers Representing Kindergarten, Primary, and Upper Grade Levels (4)

Specialist/District Nurse/Resource Teacher (as appropriate)

2. The Committee may meet with the representatives of the community organization or other group for the purpose of reviewing and evaluating the program proposal. It shall be the responsibility of the proposer to provide a detailed description of the contest, program, or assembly to the satisfaction of the assistant superintendent prior to the convening of the committee. Copies of the description shall be distributed by the assistant superintendent to the committee members in advance to provide time for review and preparation. If the proposal includes an assembly presentation, the group may be required to provide a full rehearsal of the presentation for the committee. The assistant superintendent will arrange for a suitable previewing stage or other appropriate room.
3. Contest or program proposers must consider the following criteria in submitting a request to the District for review:
 - a. The proposed contest should be relevant to the curriculum and lead to strengthening student abilities, interests, and motivations in school curricula in the subject areas prescribed.
 - b. The timing of a contest proposal must fit into the needs and patterns of the school calendar, season, and/or schedule.
 - c. The content/activity should be most appropriate for the school and not better suited for another unit such as home, church, etc.
 - d. The management of the activity must not be excessively time consuming or cumbersome so as to detract from the primary mission of the school staff.
 - e. Contest or program rules must not be incongruous with educational objectives and considerations and should provide positive reinforcement for participants.

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- f. Plans for the contest or program must be submitted for review or approval a minimum of 60 days prior to the proposed schedule.
 - g. The schools and District will maintain an awareness of the number of different events which are conducted and the cumulative impact upon the educational program. Measures must be taken by school principals to avoid excessive time-consuming assembly programs.
 - h. Accepted projects must provide sufficient numbers of rules, copies, announcements, etc., packaged and ready for distribution, so as not to add to school clerical chores.
4. The Committee will evaluate and render decisions on programs in accordance with the listed criteria. A letter of approval/disapproval will be prepared by the assistant superintendent and provided to the proposing group within 10 days of the committee evaluation.