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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY JPA: HIGH SCHOOL ELIGIBILITY –  
EXTRACURRICULAR ACTIVITIES (Referenced in Board  
Policy – JPA and the Student Handbook)**

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Participation in extracurricular activities, public performances, and/or student leadership positions is regarded as an important privilege for students. Participation in such activities supports students' personal growth and achievement and also gives students the opportunity to be representatives of and ambassadors for their school. Carroll County Public Schools is committed to developing and maintaining a high level of confidence by the student body and the school community. Therefore, students who desire to participate in extracurricular activities are expected to meet standards in three major areas: academics, attendance, and conduct. Failure to meet appropriate standards in any one, or more, of these areas will result in a student losing the privilege of participating in extracurricular activities.

**I. Policies related to this regulation**

- Board of Education Policy ADD - Serious Threats and Violent Acts Prohibited
- Board of Education Policy JK – Discipline
- Board of Education Policy JPA - Substance Abuse
- Board of Education Policy JFCG - Possession and/or Use of Tobacco on School Premises

**II. Definition of Extracurricular Activities**

Extracurricular activities include, but are not limited to: participating in competitive activities, event or activity practices, and other student activities; performing in public beyond the class culminating performances; and/or, representing the school in an elected or appointed leadership position. Activities that are a part of a credit bearing class do not constitute extracurricular activities.

**III. Other Definitions**

- Academic Eligibility Time Period: the period of time between report card issue dates.
- Constructive Possession: failure to remove oneself as quickly and safely as possible from a person or area where alcohol/drugs are illegally present.
- Curricular Activities: those activities that are part of a credit bearing class whether they occur during the school day (e.g.; field trips), or outside the school day (e.g.; concerts). Music courses with a performance component will have one school concert near the end of each semester and one county-level assessment per year which are curricular. Music performances and activities beyond those stated in this definition are extracurricular.
- Eligible: meets the criteria to participate in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade.
- End of Marking Period: the date set by Carroll County Public Schools as the end of each grading period.
- Full-Time Student: enrollment of a student for more than fifty percent of the class periods occurring in a school day at a particular school; of the classes scheduled, more than fifty

percent of the classes shall be credit bearing (i.e. in a four mod day, a student enrolled in 3 classes must have at least 2 credit bearing classes; a student enrolled in 4 classes must have at least 3 credit bearing classes).

- Ineligible: does not meet the criteria to participate in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9<sup>th</sup> grade.
- Interim Report period: A formal grade reporting date established for all schools that identifies the midpoint of a marking period.
- Leadership: elected or appointed student positions in school or county organizations which have, by the nature of the position, a leadership role (e.g.; SGA, class officer)
- Marking Period: a period of time, approximately nine school weeks in length, for which grades are calculated and then posted.
- Participate: involvement in one or more events or activities.
- School Day: one of the completed state mandated days of attendance as indicated on the official Carroll County Public Schools' calendar. Eligibility shall be regained at the beginning of the next school day following the period of ineligibility. Please Note: Inclement weather days do not count as a school day in this regulation.

#### **IV. General Standards, Guidelines, Information**

- A student shall be enrolled as a full-time student in order to be eligible to participate in extracurricular activities.
- A student shall be enrolled full-time in the school offering the activity in which the student wishes to participate.
- A student entering Carroll County Public Schools as a transfer student shall meet the same eligibility requirements as all other students enrolled in Carroll County Public Schools.
- Failure to meet appropriate standards in any one, or more, of the areas outlined in this regulation will result in a student losing the privilege of participating in extracurricular activities.
- The principal, in consultation with the appropriate Director, may declare a student ineligible due to the student violating Carroll County Public Schools' policies and regulations not otherwise addressed in this regulation.
- Any student who is ineligible but participates in a contest/activity while ineligible shall cause the team/group to forfeit that contest/performance (MPSSAA Policy).
- A specific team membership, athletic position, performance role, leadership position, etc. may or may not be available for the student to resume, upon regaining eligibility.
- Each elementary and middle school has specific guidelines and requirements for one or more extracurricular activities offered at that school.

#### **V. Eligibility Based on Academics, Attendance, Conduct**

##### **A. Academic Based Eligibility**

##### **1. Eligibility Standards, Guidelines, Information**

- A student becomes ineligible for academic reasons if he/she receives a grade of F for any course in which the student is enrolled during a marking period.
  - A grade of Incomplete (I) is considered an F until the work is satisfactorily completed, unless an exception is made by the principal due to extenuating circumstances such as an extended illness.
  - An indication of Withdrawal Failing (WF) is considered an F for the specific marking period in which it is received.

- All students entering ninth grade for the first time are eligible based on academics, during the first marking period of the 9<sup>th</sup> grade school year.
- Quarter grades are used to determine eligibility. Eligibility for the first quarter of the year is based upon the fourth quarter grades of the previous year.
- Summer school grades do not replace fourth quarter grades of the school year, and therefore, do not impact a student's eligibility status.

## 2. Administrative Procedures

- The principal (or designee) will determine the eligibility status of students upon the issuance of report cards.
- The principal (or designee) will generate an "Ineligible List" for use by coaches and other extracurricular advisors and revise the list as needed (e.g.: due to the resolution of incomplete grades).
- Students who have lost eligibility for academic reasons shall not:
  - be a participant in a public performance for any extracurricular activity.
  - travel with a group/team for any extracurricular activity.
  - participate in any extracurricular activity including practice if the student is on an athletic team or other group for which there is a scheduled practice.

## 3. Regaining Eligibility

Students will regain eligibility when a report card is issued which indicates the student meets academic eligibility requirements and upon approval of the Principal in consultation with the coach/advisor. **As an incentive for academic performance, a student will regain academic eligibility at the end of the interim report period when all of the teachers validate the student has earned at least a grade of "C" and upon approval of the principal in consultation with the coach/advisor.** Requests to regain eligibility at interim report period must be made to the Principal by the student.

## B. Attendance Based Eligibility

### 1. Eligibility Standards, Guidelines, Information

- A student shall be in attendance for his/her scheduled full day in order to participate in any extracurricular activity occurring on that school day.
- A student shall participate in all normal school activities during the school day in order to participate in any extracurricular activity occurring on that school day.

### 2. Administrative Procedures

- Any student who is ineligible due to attendance reasons who then participates in an extracurricular activity shall be restricted from participating for a minimum of one additional contest/activity.

### 3. Regaining Eligibility

Students regain eligibility based on being in attendance for a scheduled full day and participating in all normal school activities on that day.

## C. Conduct Based Eligibility

### 1. Eligibility Standards, Guidelines, Information

- Students shall follow Carroll County Public Schools' discipline policies and regulations as outlined in the Board of Education Policies and Administrative Regulations Manual, the Student Services Manual, and the Student/Parent Handbook.

**Comment [ccps1]:** This is new!!! Please review with coaches. We should all be aware of this when talking to students about regaining eligibility.

Drew

- Students who violate Board of Education Policies ADD, JK, JPA, and/or JFCG, the related administrative regulations, and/or the conduct based criteria for eligibility outlined herein shall be ineligible to participate in any extracurricular activity as specified below.
- Conduct violations are outlined in two categories with specific consequences for the first offense and subsequent offenses.
- Violations are cumulative across the categories for the entire high school career of the student according to the following:

**Cumulative Offense Chart**

Category 1		Category 2		Mixed: Category 1 then Category 2		Mixed: Category 2 then Category 1	
Offense #	Sch. Days Ineligible	Offense #	Sch. Days Ineligible	Category/Offense #	Sch. Days Ineligible	Category/Offense #	Sch. Days Ineligible
1	15	1	45	Category 1 / First Offense	15	Category 2 / First Offense	45
2	45	2	Entire Career	Category 2 / First Offense	45	Category 1 / First Offense	45 (due to progressive discipline and offenses being cumulative)
3	Entire Career	NA	NA	Any Third Offense	Entire Career	Any Third Offense	Entire Career

- Violations in the spring season will carry over into the fall season.
- Investigations of off-campus activities that are not school-related or school-sponsored shall be conducted under the direction of the Coordinator of School Security.

**2.1 Administrative Procedures for Category One Violations**

Category One Violations include:

- smoking or possession of tobacco products on school property or at school sponsored events;
- constructive possession;
- possession or use of over-the-counter drugs/medications, in excess of the recommended dosage, on school property or at school sponsored events;
- distribution of over-the-counter drugs.

**a. First Offense Category One Violation – The student:**

- shall not participate in any extracurricular activity for 15 school days including practice if the student is on an athletic team or other group for which there is a scheduled practice. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- may attend, as an observer, an event of the team/group for which the student lost eligibility with the approval of the principal in consultation with the

coach/advisor. The student shall not travel, sit with the team/group, or be in uniform.

- shall be referred for a mandatory alcohol/drug assessment. Referrals will be made to Junction, Inc. (410-848-6100) or another program approved by the Director of Student Services. Successful completion of the assessment shall occur within the 15 school days of ineligibility.

**b. Second Offense Category One Violation** – The student shall:

- not participate in any extracurricular activity for 45 school days including practice if the student is on an athletic team or other group for which there is a scheduled practice. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- not attend events as a spectator or observer for 45 school days.
- be referred for a mandatory alcohol/drug assessment. Referrals will be made to Junction, Inc. (410-848-6100) or another program approved by the Director of Student Services. Successful completion of the assessment shall occur within the 45 school days of ineligibility. Continued participation or completion of the recommended education/treatment program shall occur in order to regain and maintain eligibility.

**c. Third Offense Category One Violation** – The student shall:

- not participate in any extracurricular activity for the remainder of the student's entire high school career. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
- not attend events as a spectator or observer for the remainder of the student's entire high school career.
- be referred for a mandatory alcohol/drug assessment. Referrals will be made to Junction, Inc. (410-848-6100) or another program approved by the Director of Student Services. Successful completion of the assessment shall occur within the first 45 school days of ineligibility. If the assessment is not completed, or if, continued participation in or completion of the recommended education/treatment program does not occur, the principal may impose additional consequences in consultation with the appropriate Director.

## **2.2 Administrative Procedures for Category Two Offenses**

Category Two Violations include:

- possession, manufacturing, attempted distribution or distribution of any controlled dangerous substance, drug paraphernalia, inhalants, prescription drugs, look-alike drug or alcohol at any time, on or off school premises;
- use of medicine, prescribed for another, on school premises or at school sponsored or related activities;
- other violations of the Substance Abuse Regulation except those stated as Level One Violations;
- violations resulting in suspension under the Serious Threats of Violence Regulations or Violent Acts Regulations.

- a. **First Offense Category Two Violation** – The student shall:
- not participate in any extracurricular activity for 45 school days including practice if the student is on an athletic team or other group for which there is a scheduled practice. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
  - not attend events as a spectator or observer for 45 school days.
  - be referred for a mandatory alcohol/drug assessment or violence assessment. Successful completion of the assessment shall occur within the 45 school days of ineligibility. Continued participation or completion of the recommended education/treatment program shall occur in order to regain and maintain eligibility.
    - For alcohol/drug offenses, referrals will be made to Junction, Inc. (410-848-6100) or another program approved by the Director of Student Services.
    - For serious threats or violent acts, and with the approval of the Director of Student Services, referrals will be made to the Youth Service Bureau or another program approved by the Director of Student Services.
- b. **Second Offense Category Two Violation** – The student shall:
- not participate in any extracurricular activity for the remainder of the student's entire high school career. In addition, at the discretion of the principal, the student may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.
  - not attend events as a spectator or observer for the remainder of the student's entire high school career.
  - be referred for a mandatory alcohol/drug assessment or violence assessment. Successful completion of the assessment shall occur within the first 45 school days of ineligibility. If the assessment is not completed, or if, continued participation or completion of the recommended education/treatment program does not occur, the principal may impose additional consequences in consultation with the appropriate Director.
    - For alcohol/drug offenses, referrals will be made to Junction, Inc. (410-848-6100) or another program approved by the Director of Student Services.
    - For serious threats or violent acts, and with the approval of the Director of Student Services, referrals will be made to the Youth Service Bureau or another program approved by the Director of Student Services.

### 3. **Regaining Eligibility**

- A student will regain eligibility for extracurricular activities only by successfully serving the time period of ineligibility, adhering to all appropriate policies and regulations, and complying with and completing assessments and recommended treatment.
- During the period of ineligibility, if a student is suspended from school for any reason, the length of ineligibility shall be extended for an additional ten (10) school days.
- A student shall not regain eligibility at any time after a third offense Category One violation, second offense Category Two violation, or a third offense in any combination of the two categories.

**VI. Exception**

- Exceptions to this regulation shall be made as authorized by the appropriate School Level Director.

**VII. Additional Information**

- Violations of other disciplinary regulations, or behavior which is disruptive or detrimental to the operation of the school or the extracurricular activity, by a participant or a spectator will result in disciplinary action commensurate with the seriousness of the offense. That disciplinary action may range from a reprimand to permanent exclusion from the activity, and, for a student, loss of eligibility up to and including suspension from school as appropriate.
- The athletic director, coach or advisor may implement additional training rules and/or other regulations, with final approval of the school principal, which, if not adhered to, may impact eligibility.
- A student may be removed from a leadership role for misconduct, and/or violations of disciplinary regulations not otherwise outlined in this regulation. Decisions regarding such removal will be made by the principal, with input from the coach/advisor.

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