
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

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

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 fully 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 Property

II. Definition of Extracurricular Activities

Extracurricular activities include, but are not limited to: participating in competitive activities, events 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 graded as 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, area, or situation where alcohol/drugs are illegally possessed.
- 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 fully participate in extracurricular activities. In accordance with the Maryland Public Secondary Schools Athletic Association (MPSSA), students in grades 9 – 12 may be considered eligible for a maximum of four seasons in any one sport or activity.
- 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 any way in extracurricular activities.
- 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 school sponsored events or activities.
- Restricted Eligibility: Student is not fully eligible to participate in extracurricular activities. Limited participation as part of a school sponsored team or group. May not participate in competition, public performances or leadership roles, but may participate in meetings and practices.
- 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.
- When a student is granted out-of-district enrollment based on an exception to Board of Education Policy JEA: Students Attending Schools Out of Attendance Areas, the student must continue to meet the conditions of the granted exception in order to maintain eligibility to participate in extracurricular activities. Failure to continue to meet the criteria under which the enrollment exception was granted shall result in immediate loss of eligibility to participate in extracurricular activities. In order to regain eligibility to participate in extracurricular activities, given that he/she meets all other eligibility requirements, the student must enroll in the school designated for the attendance area in which he/she resides. (See VI Exception)
- 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 earns less than a 2.0 weighted GPA for that marking period or receives a grade of 'F' for any course in which the student is enrolled during the 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 9th grade for the first time are eligible based on academics, during the first marking period of the 9th 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.
- For students enrolled in concurrent enrollment course work at the college level, the final grade will determine the student's eligibility, since quarter grades are not generated from the college.

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.
- Students who become ineligible for academic reasons may request in writing to the principal to be placed on restricted eligibility one time during their high school career. If the student does not achieve at least the minimum academic weighted 2.0 GPA with no F's at the next interim report period, he/she will become ineligible.

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 if the

student has achieved at least the minimum academic weighted 2.0 GPA with no

F's 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.
- Students who are tardy to school or leave early are not eligible to participate in extracurricular activities.
- 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.
- A principal may allow an exception for approved professional appointments.

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.
- 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 in some form to participate in any extracurricular activity as specified below.
- Conduct violations are outlined in three categories with specific consequences for the first offense and subsequent offenses.
- Violations are cumulative for the entire high school career of the student according to the attached charts of cumulative offenses. However, Category 1 offenses are not cumulative with Category 2 and Category 3 offenses.
- Violations in the spring season will carry over into the fall season.

2.1 Administrative Procedures for Category 1 Violations

Category 1 Violations include:

- smoking or possession of tobacco products on school property or at school sponsored events;
- a. **First Offense Category One Violation** – The student:
 - shall be placed on restricted eligibility for 5 school days. 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, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

b. Second Offense Category One Violation – The student:

- shall be placed on restricted eligibility for 15 school days. 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, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

c. Third and Subsequent Offense Category One Violation – The student:

- shall be placed on restricted eligibility for 45 school days. 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, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

**Cumulative Offense Chart
Category 1**

Category 1	
Offense#	School Days of Restricted Eligibility
1	5
2	15
3 or more	45

2.2 Administrative Procedures for Category 2 Offenses

Category 2 violations include:

- Constructive possession on school property or at school sponsored events;
- Unauthorized possession or use of one’s own prescription medication, on school property or at school sponsored events;
- Violations resulting in suspension under the serious threats of violence regulations or violent acts regulations
- Possession or use (or demonstrating effects of 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 on school property or at school sponsored events.

A. First Offense Category Two Violation – The student:

- shall be placed on restricted eligibility for 15 school days. 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, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

B. Second Offense Category Two Violation – The student:

- shall be placed on restricted eligibility for 45 school days. 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, but may not participate in a competition or public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

C. Third Offense Category Two Violation – The student:

- shall be considered ineligible for the remainder of his/her high school career.
- in addition, at the discretion of the principal, may be restricted from participating in dances, proms and other student activities not otherwise listed in this regulation.

2.3 Administrative Procedures for Category 3 Offenses

Category 3 Offenses include:

- possession, use, (or demonstrating effects of use) manufacturing, attempted distribution or distribution of any controlled dangerous substance, drug paraphernalia, inhalants, look- alike drug or alcohol on school property or at school sponsored events;
- attempted distribution or distribution of prescription medicine on school property or at school sponsored events;
- possession or use (or demonstrating effects of use) of medicine, prescribed for another, on school property or at school sponsored events;
- use (or demonstrating effects of use) in excess of recommended dosage or misuse of one's own prescription medicine on school property or at school sponsored events.

A. First Offense Category Three Violation – The student:

- shall be placed on restricted eligibility for 45 school days. 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, but may not participate in a competition or

public performance of the team/group for which the student is a member. The student may travel, sit with the team/group, and be in uniform.

- B. Second Offense Category Three Violation – The student:
- shall be considered ineligible for the remainder of his/her 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.

Cumulative Offense Chart
Category 2 & Category 3

Category 2		Category 3		Mixed: Category 2 Then Category 3		Mixed: Category 3 Then Category 2	
Offense #	School Days	Offense #	School Days	Category/Offense #	School Days	Category/Offense #	School Days
1	15 Restricted Eligibility	1	45 Restricted Eligibility	Category 2 First Offense	15 Restricted Eligibility	Category 3 First Offense	45 Restricted Eligibility
2	45 Restricted Eligibility	2	Ineligible for Entire Career	Category 3 First Offense	45 Restricted Eligibility	Category 2 First Offense	45 Restricted Eligibility (due to progressive discipline and offenses being cumulative)
3	Ineligible for Entire Career	—	—	Any Third Offense	Ineligible for Entire Career	Any Third Offense	Ineligible for Entire Career

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 substance abuse screening, 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 Two violation, second offense Category Three 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.
- After two successful calendar years from the date of sanctions, a student who is deemed ineligible for their entire career may petition the Superintendent in writing to regain eligibility. If eligibility is reinstated, any further violation in any category shall result in loss of eligibility for the remainder of the student's high school career.

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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