

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MD 21601**

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EXTRACURRICULAR SCHOOL ACTIVITIES - AR

I. Definitions

- A. Club - School sponsored activity based on student interests that enhances and enriches the educational experience, and often occurs during the school day.
- A. Extracurricular Program - School sponsored program of activities that broaden the educational experience, and can occur both during and outside of the regular school day.
- B. Club Sponsor - A staff person who volunteers to oversee a school sponsored club that is based on students' interests.
- C. Extracurricular Program Advisor - A staff person who leads a school sponsored extracurricular program that has activities outside of the school day. This may be a paid position.

II. Clubs

- A. School administrators shall be responsible for approving and monitoring all school clubs.
- B. All school sponsored clubs shall have a school staff person as the lead who shall be present at all meetings and activities of the club. The club advisor is responsible for ensuring that all school rules and county policies are followed.
- C. All students shall follow all school rules and county policies when participating in a club activity. Any violation of those rules or policies will be investigated by the school principal and addressed through the TCPS Code Conduct.
- D. Clubs can be initiated at any time during the school year if:
 - 1. A group of students have the same interest in starting the club
 - 2. A school staff person is willing to sponsor/oversee the club
 - 3. The club idea is presented to, and approved by the school principal

- E. Once established, the club sponsor shall provide the school principal with a list of students in the club. This list shall be updated as necessary with the update provided to the school principal.

III. Extracurricular Programs

A. Governing Regulations

1. These procedures are established to assure compliance with Policy Code 9.12 and Maryland State Department of Education (MSDE) regulations governing school extracurricular program activities.
2. School administrators shall be held accountable for administering and supervising the extracurricular programs in their schools.
3. Extracurricular program advisors are responsible to the principal for organizing, administering, and supervising the operation of the program. These responsibilities will include initiating, organizing, maintaining, and overseeing each extracurricular program activity. A list of students participating in each extracurricular program activity must be submitted to the principal at the onset of the activity. These lists must be kept current.
4. Extracurricular program program advisors are responsible to the principal for administering all rules and regulations, governing their extracurricular program.
5. All students shall follow all school rules and county policies when participating in an extracurricular program activity. Any violation of those rules or policies will be investigated by the school principal and addressed through the TCPS Code Conduct.

B. Selection of Extracurricular Program Advisors

1. All School sponsored extracurricular programs must have a TCPS staff member serve as the lead person and be present at all program activities. School principals shall act as the superintendent's designee and hire and/or appoint program advisors on an annual basis. These positions shall include "Extra Duty - Extra Pay" positions as listed in the Comprehensive Agreement between the Board and TCEA and volunteer (unpaid) positions filled by school staff, parents and/or members of the public.
2. In the spring, each principal shall submit a list of advisors who have been assigned for the next school year to the Supervisor of Personnel. The selection of these individuals shall be the responsibility of the principal.

3. All Talbot County Public School employees shall be given the opportunity to apply as an extracurricular program advisor. Assignments shall be for one year only, and there shall be no tenure in the extracurricular program advisor assignment. If an applicant works in another school, there must be a mutual agreement approving the applicant in writing, between the principals of the schools involved.
4. Extracurricular program advisors may be evaluated as deemed necessary by the principal using a standard form or in a narrative format. Copies of all such evaluations shall be provided to the parties concerned and the Human Resources Department.
5. All paid extracurricular program advisors shall sign EXTRA PAY for EXTRA DUTY AGREEMENT each year they are hired or appointed. Signed copies shall be distributed as noted on the form.

C. Non-Paid Extracurricular Program Advisors

1. Occasionally, the schools or Board of Education receive applications from employees or non-employees to become an extracurricular program advisor for an activity that has all positions filled as designated by the negotiated agreement. When this happens, the following shall apply:
 - a. The person must complete a successful interview with the principal.
 - b. Duty hours shall not be missed for regular meetings or away activities (if the applicant is a TCPS employee).
 - c. The work shall be on a voluntary, non-paid basis and there shall be no tenure in the extracurricular program advisors assignment.
 - d. The volunteer extracurricular program advisors, when/if approved, will attend all meetings and must complete the entire extracurricular program activity schedule unless relieved of duty by the school administration.
 - e. The individual must comply with all related Talbot County Public Schools policies and procedures.
2. All voluntary (unpaid) extracurricular program advisors shall meet the same requirements as paid staff, including fingerprinting and a signed agreement.

D. Eligibility Requirements for Students Participating in Extracurricular Programs

1. The following guidance will be followed when determining eligibility to participate in extracurricular activities under the following circumstances:
 - a. For a first violation of Policy Code 10.17, Alcohol and/or Drug Use By Students, a student will be ineligible for extracurricular programs and after school activities for 90 school days. The period of ineligibility will be reduced to 45 school days if the student voluntarily attends an approved drug and alcohol program, and if the Talbot County Public Schools is notified by the program that the student has gone through intake and is following the recommendations of the program. Should such a program engage in drug testing of a student, the test results shall not be released to the Talbot County Public Schools.
 - b. A second violation of Policy Code 10.17, Alcohol and/or Drug Use by Students, will result in the student being ineligible to participate in extracurricular programs and after school activities for 180 school days. The period of ineligibility will be reduced to 90 school days if the student voluntarily attends an approved drug and alcohol program, and if the Talbot County Public Schools is notified by the program that the student has gone through intake and is following the recommendations of the program. Should such a program engage in drug testing of a student, the test results shall not be released to the Talbot County Public Schools.
 - c. Any students assigned to a school or alternative program for all other disciplinary infractions that would otherwise result in extended suspension or expulsion will be ineligible for extracurricular activities for 90 school days beginning with the date of the assignment.
 - d. Students must be in attendance A FULL DAY in order to practice or participate in extracurricular activities as referenced in the Student Attendance Policy 10.2-AR. The principal may make an exception in the case of extenuating circumstances.
 - e. To be eligible to participate in extracurricular activities, a 2.0 GPA must be maintained at each official grade check.

90 – 100 – A = 4pts
80 – 89 – B = 3pts
70 – 79 – C = 2pts
60 – 69 – D = 1pt*
59 or below F = 0pts

*Calculated only for athletic/extracurricular eligibility

Any student earning more than one (1) failing grade (F), will be declared ineligible to participate in extracurricular program activities. Any student receiving less than a 2.0 GPA for an official grade check shall become ineligible to participate but will have the opportunity to raise the grade by the midpoint of the next marking period and regain his/her eligibility status. It is the student's responsibility to request this reevaluation.

Students on Dual Enrollment are bound by this requirement. College course(s) are considered part of the course load. Therefore, college grades impact eligibility in the same way high school grades do. If failing grades and/or incomplete grades are satisfactorily made up in agreement with County make-up policy, the student would then become eligible to participate in extracurricular program activities.

If an audition/try out is scheduled within one calendar week of a grade check, for a performance that occurs after the grade check, a student may participate in that audition/try out, with final eligibility determined by the scheduled grade check.

- f. Summer school grades have no bearing on eligibility. Summer make-up classes receive their own grade. These grades do NOT *replace* earned grades from the previous school year, and are not one of the four official eligibility grade checks.
- g. The 4th marking period grades shall determine high school eligibility for the fall sports season. The 8th grade 4th marking period grades will be used to determine 9th grade eligibility for fall sports.
- h. The principal shall suspend a student's extracurricular activities if the student is at risk for academic reasons or if the student is at risk of failing to meet graduation requirements. The initial period of suspension shall be for a minimum of five school days, with the option of additional days as the principal may determine.

E. Regaining Eligibility

- 1. It is the responsibility of the academically ineligible student to request a grade point check at the midpoint of the marking period/time of interim report distribution.
- 2. Previously ineligible students who meet the 2.0 GPA at the grade point check will become eligible for participation.
 - a. If they were members of a specific extracurricular program activity or club earlier in the season, they may be reinstated to that specific extracurricular activity, club or group by general consensus of the advisor and principal.

- b. If “try-outs/audition periods” were involved, and provided no cuts were made, the student may be granted an opportunity to try out by general consensus of the advisor and principal. A request to try out must be made to the advisor or principal within three (3) days of becoming eligible.

F. Suspension

1. A student’s participation in extracurricular program activities will be suspended by the principal /designee for:
 - a. Violation of Talbot County Public Schools Alcohol and Drug Policy Code 10.17.
 - b. Any student in violation of Talbot County Public Schools Tobacco Policy Code 11.3 on school property or during school sponsored activities will be suspended for a minimum of 15 days.
 - c. The principal may suspend a student for conduct that occurs at a school sponsored activity off school property, if such conduct adversely impacts the health, safety, good order, or discipline of the extracurricular activity and/or schools.
 - d. Failure to maintain academic requirements.
 - e. The suspension shall continue into the following school year if necessary to impose the minimum period of this section.
 - f. A suspension shall include In-School Removal, In-School Suspension, Short Term Suspension, Long Term Suspension, Checkmate, Extended Suspension and Expulsion.
 - g. An advisor or school administrator may immediately suspend a student from participating in extracurricular program activities for behavior which is disruptive and detrimental to the operation of the school, whether the student is acting as a participant or as a spectator.
 - h. A suspension by an advisor from participation in extracurricular program activities for more than five (5) days requires the following procedures to be followed:
 - i. A written statement of specific violation(s) presented by the advisor to the student, parent or guardian, and principal.
 - ii. A scheduled conference within five (5) days involving the parents or guardian, student, and advisor.

- iii. A recommendation concerning the length of suspension will be made by the advisor to the principal.
- iv. A written decision relative to the student's eligibility and length of suspension will be made by the principal.

G. Appeals Process

1. The parent/guardian may appeal the decision of the principal for any activity suspension over five (5) days. The appeal process is as follows:
2. A written appeal must be presented to the principal within five (5) days of the date of the principal's decision.
3. The student may have representation at an informal hearing. If representation includes an attorney, the student must give 72 hours notice that an attorney will be present.
4. An informal hearing shall be convened within five (5) school days of receipt of notice of appeal.
5. An appeals committee, consisting of a Student Services Worker, School Counselor, and a teacher selected by the principal shall hear the appeal, call witnesses, conduct fact finding and make a written recommendation to the Assistant Superintendent /Designee. The Assistant Superintendent/Designee shall review the recommendation, may conduct fact-finding, and then make a decision relative to the student's eligibility and/or suspension within 10 calendar days.
6. The student is not eligible to participate in extracurricular program activities during the appeals process.

H. Scheduling - The closing of schools because of inclement weather will automatically cancel all extracurricular program activities that were scheduled for that day.

I. Miscellaneous

1. It is the responsibility of advisors to:
 - a. Remain at the school until the last student has departed or joined another school activity, unless the advisor has arranged for a faculty member to assume responsibility in his/her absence.
 - b. Provide a written copy of the group Rules and Regulations to the school administrator for approval prior to the first meeting.

- c. Provide communication concerning the specific rules governing each activity to the students and provide an opportunity for discussion of such rules with students and parents on an individual or group basis.
- d. Administer appropriate forms of discipline for infractions of policies, rules, or regulations.

J. Rules and Regulations Relating to the Transportation of Students Involved in ExtraCurricular Program Activities

1. The school principal/designee is responsible for arranging and providing transportation to all student extracurricular activities. The advisor shall give the bus driver directions to the site of the activity prior to departure.
2. County transportation policies governing student conduct on a school bus will be in effect while student groups are being transported.
3. All participants must travel with the advisor to and from the site of the activity. Participants may not board/exit the bus along the route of travel. The principal may grant an exception to this policy, provided a parental waiver is on file prior to the trip.
4. Advisors shall ride on each bus and shall be in charge of students. The advisor is to be seated behind all students for the entirety of the trip. The bus trip will not proceed if any students are seated behind the advisor. An advisor should always accompany student groups unless an emergency requires supervision by other approved personnel.
5. Under no circumstances should an unauthorized individual be allowed to stop or board a school bus. The bus driver will radio the Transportation Department immediately if any person, other than a school or law enforcement official, attempts to stop or board a bus. The driver will provide the vehicle tag number and continue on his/her scheduled run. The Transportation Department will contact the police authority for assistance in handling the situation.
6. Buses will be provided primarily to transport members of student groups.
7. The advisor shall promptly notify the Transportation Department whenever a meeting is postponed or canceled if they have been responsible for arranging and providing transportation.

K. Guidelines for Quoting, Bidding, and Purchasing of Extracurricular Program Supplies, Equipment and Services

1. The process used for purchases made by Talbot County Public School employees for any school related function including extracurricular program and related activities shall conform with existing Board policies and procedures.
2. All purchases of goods and services with Board of Education funds must be made on properly executed purchase orders. The Board will not be responsible for any purchases not made on these forms. Emergency purchases are exceptions if the circumstances are fully documented within three (3) workdays and approved by the Superintendent.
3. The principal has the authority and is responsible for the selection of appropriate vendors in conformance with all of the policies and procedures noted above.

L. Requirements for New Extracurricular Programs

All new extracurricular program activities are subject to the following process for approval:

1. The requesting school shall indicate the evidence of interest on the part of a sufficient number of qualified students and staff.
2. Plans must be formulated for a gradual and sequential implementation of the activity.
3. There should be a sufficient number of qualified and interested advisors within the Talbot County Public Schools staff to provide appropriate leadership for the activity.
4. Adequate plans for financing the activity must be developed by the participating school and the school's administration.
5. After consideration of the requirements listed in this section, the school principal will submit a recommendation to the Assistant Superintendent for Instruction requesting approval for the new activity.
6. In instances where the Superintendent determines the new activity may incur significant additional liability to Talbot County Public Schools, the Superintendent shall request the Board to approve the addition of the activity.

M. Reporting of Extracurricular Program Activities

All school principals are responsible for monitoring the extracurricular programs in their school. They shall be required to submit a report at the end of each school year listing the extracurricular programs available to their students, and the number of students participating in each program.

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