

GUIDELINES FOR STUDENTS' RESPONSIBILITIES AND RIGHTS
COMAR 13A.08.01.10
Board of Education Policy JF

I. Board of Education Policy JF states:

The Board of Education shall have a document on students' responsibilities and rights developed by the superintendent or his designee. This document shall conform to guidelines established by the State Board of Education. The local document shall be disseminated periodically to all members of the school community, including students, teachers, administrators, and parents/legal guardians. There shall be broad involvement of representatives of the school community in the review of the document with specific input and advice from the Carroll County Student Government Association.

Approved: November 20, 1974

Revised: January 9, 1980

Revised: February 5, 1992

II. Student Code

Carroll County Public Schools have the responsibility of providing an educational program that will encourage each student to develop to the fullest extent. In order to realize this goal, each student has the right to a free public education as long as this right is exercised within the rules and regulations of the school and does not hinder other students' progress in pursuing a meaningful educational program.

Students in pursuit of these rights must accept the responsibility to respect the rights of others and to respect legally constituted authority. Students have the responsibility to conduct themselves in a manner that does not detract from the learning process. Students must know and understand school regulations, must make an effort to uphold them, and recognize that those in authority have the responsibility for maintaining the orderly process of education.

Students shall know that teachers will take reasonable disciplinary action to deter acts which interrupt the educational process and that they may use reasonable force in self-defense or in restraint of a student to prevent harm to that student or to others. The term "reasonable force" shall not encompass physical abuse from anyone in the school system. Corporal punishment shall not be inflicted on any student by any employee of the Carroll County Board of Education. If students feel they have been subjected to unfair punishment, they and/or their parents/legal guardians have the right to use the grievance procedure.

In some instances where the behavior of a student is disruptive or detrimental to the operation of the school, a student may be suspended or expelled from that school. (COMAR 13A.08.01.11)

III. Student Rights and Responsibilities

- Right: To a free public education in Carroll County Public Schools.
- Responsibility: To follow state and local attendance, discipline and residency requirements.
Related Handbook Topics: Attendance; Discipline; Residency
- Right: To a safe learning environment free from drugs, weapons, violence, discrimination and disrespectful behavior. To be treated with respect by staff.
- Responsibility: To follow CCPS policies, regulations and procedures. To honor the rights of others and act with respect, integrity and academic honesty.
Related Handbook Topics: Bullying; Discipline, Exclusion, Seclusion and Restraint; Substance Abuse; Suspension; Staff/Student Relationships; Violent Acts and Weapons
- Right: To express oneself free from intimidation and hostility, including the expression of one's religious and personal beliefs.
- Responsibility: To be tolerant of the beliefs of others and respect differing viewpoints and ideas. To express oneself in a manner that is appropriate and not disruptive.
Related Handbook Topics: Dress Code; Discipline and Prayer in School/Moments of Silence
- Right: To expect confidentiality and protection of personal information.
- Responsibility: To respect the privacy and confidentiality rights of others.
Related Handbook Topics: Discipline Records; Surveys; Use of Students' Photograph, Video Image or Voice
- Right: To have the opportunity to participate in student groups, organizations, and extra-curricular activities.
- Responsibility: To conduct oneself according to established CCPS administrative regulations and to secure the principal's permission to form a student group.
Related Handbook Topics: Eligibility; Student Groups and Organizations
- Right: To due process (telling the "student side of the story").
- Responsibility: To be familiar with CCPS administrative regulations, including the process for grievance and appeal.
Related Handbook Topics: Grievance and Appeal Procedures; Suspension
- Right: To keep personal items and school property assigned to the student on one's person or in one's locker.
- Responsibility: To possess only personal items (at school, on school property or at school-sponsored events) that do not violate state/school regulations. To understand the CCPS search/seizure policy.
Related Handbook Topics: Detection Dogs; Discipline; Search & Seizure

IV. Suspension and Expulsion

A. Suspension of Not More Than Ten Days

Suspension is the separation of a student from school for a specified term of school days. The principal of every school in accordance with the rules of the county Board of Education shall have the right to suspend temporarily, for cause, any pupil in the school for a period of not more than ten (10) school days, provided, however, that the pupil, parent/legal guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period. (See Due Process) (Section 7-304, Public School Laws of Maryland; COMAR 13A.08.01.11)

B. Extended Suspension and Expulsion

At the request of a school principal, the superintendent of schools may suspend a student for more than 10 school days or expel him/her. If a principal finds that a suspension of more than 10 school days or expulsion is warranted, he/she immediately shall report the matter in writing to the superintendent. The superintendent or designated representative promptly shall make a thorough investigation of the matter. If after the investigation the superintendent finds that a longer suspension, or expulsion (removal from any school sponsored program until age 21) is warranted, the superintendent or designee shall arrange a conference with the student and the parent/legal guardian. If, after the conference, the superintendent or the designated representative finds that a suspension of more than 10 school days or expulsion is warranted, the student or his/her parent/legal guardian may:

1. Appeal to the county board within 10 days after the determination;
2. Be heard before the county board or its designated committee; and
3. Bring counsel and witnesses to the hearing.

The appeal to the Board of Education does not stay the decision of the superintendent. The decision of the Board of Education is final. (Section 7-304, Public School Laws of Maryland)

A student on suspension or extended suspension must remain off school property for the duration of the suspension. When a student is suspended from a home school, that student is also suspended from the Career and Technology Center and vice versa.

An expelled student is not to be on any Carroll County school property or to attend any school sponsored event until age 21. A letter requesting re-admittance to the Carroll County School System may be submitted to the Board of Education twelve (12) months or more after the expulsion. Twelve months or more after expulsion, on an event-by-event basis, an expelled student may request of the Director of Student Services permission to attend non-school sponsored events such as SAT testing or community sponsored activities.

C. Types of Behavior Leading to Suspension or Expulsion

The following are examples of instances when a principal may invoke suspension:

1. Use, possession or distribution of alcoholic beverages and drugs, look-alike substances, paraphernalia or misuse of prescription and over-the-counter medications
2. Robbery
3. Larceny
4. Extortion
5. Possession of dangerous weapons, including look-alike weapons and explosive devices
6. Unlawful threats of bodily harm
7. Malicious mischief or destruction of property
8. Assault and/or battery
9. Arson
10. Vile or abusive language
11. Disruption of the educational process
12. Insubordination
13. Refusal to comply with school rules or instructions
14. Refusing to serve detention
15. Leaving school without authorization
16. Disrespect for school personnel
17. Refusing to perform assigned work
18. Failure to attend scheduled classes or habitual lateness
19. Possession and/or use of tobacco
20. Failure to abide by the health regulations regarding immunizations
21. Sexual activity/indecent exposure
22. Academic dishonesty/cheating
23. Involvement in false alarms, false reports and bomb threats

D. Due Process

1. Before any case of suspension, including in-school and temporary, a student shall receive oral or written notice of the charges against him/her. If the student denies the charges, he/she shall have the right to an explanation of the evidence supporting the charges and an opportunity to present his/her side of the story. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be removed immediately from school, provided that the notice and hearing required by this subsection is provided as soon as possible. [COMAR 13A.08.01.11B.(2)](see also Due process for Students Under IDEA (IEP) or Section 504)
2. IDEA/504 Due Process: Any request for an extended suspension or expulsion for either a student under IDEA or Section 504 should have a school-based manifestation meeting before the Superintendent's Designee meets with the family at Central Office. Time limits are in place, so arranging such meetings promptly is essential. These students, as well as all others, do have the right to do work at home during these days of absence. During the parent conference held by the school administrator, parents should be informed that homework can be picked up during the time period of absence and will be corrected, graded, and counted toward the student's grades.)(see also Due process for Students Under IDEA (IEP) or Section 504)

E. Alternatives to Suspension and Expulsion

Administrators and teachers shall have the authority and shall exercise the responsibility for the control of pupils throughout the school while on regular duty and also during assigned supervision of school sponsored activities after school hours.

In their efforts to modify the behavior of students who disrupt the learning process for themselves or others, the principal may use one or more of the following as an alternative to suspension:

1. Conferences with parent/legal guardian
2. Consultation with student's counselor/school crisis counselor
3. Participation in group counseling
4. Utilization of peer facilitator
5. Implementation of Conflict Resolution
6. Formation of student contract with specific consequences
7. Referral to Support or Time-Out Room
8. Assignment to detention before school, after school, or during lunch
9. In-school suspension
10. Participation in Saturday School Programs that deal with:
 - a. Smoking
 - b. Attendance
 - c. Conflict Resolution
 - d. Saturday for Success
11. Withdraw of privileges, i.e., driving to school, extra curricular activities
12. Implementation of reparations for misconduct or property damage:
 - a. repair of damaged property
 - b. participation in school community service (summertime included)
 - c. restitution through monetary payment
13. Consultation with School Psychologist or Pupil Personnel Worker
14. Referral to in-school or community mentor
15. Attendance of parent/legal guardian with student to area where student displays inappropriate behavior, i.e., class, lunchroom, bus, etc.
16. Referral to outside agencies such as Juvenile Justice Administration, Junction, Youth Services, Department of Social Services, etc.
17. Utilization of a Special Placement pending parent conference
18. Referral for enrollment in alternate programs, i.e., Gateway School, home teaching, PRIDE

F. Grievance and Appeal Procedures

Grievance and appeal procedures exist to give students the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy or administrative regulation. At any level of the grievance or appeal procedure, the student has the right to involve a representative (parent, guardian, etc.) on his/her behalf.

Students have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

1. **Grievance Procedure:** The grievance procedures serve to resolve complaints regarding **decisions made by school staff** (i.e. grades, membership on a team, classroom rules, etc.) The student is encouraged to discuss the issue in question with the professional person (teacher, administrator, etc.) who originally made the decision in an effort to resolve the issue at the lowest level. If the issue has not been resolved at this level, it may then be grieved, in writing, to the Principal within three (3) school days. The Principal shall render a decision in writing to all parties involved within five (5) school days of the receipt of the written grievance. If the student is not satisfied by the Principal's decision, he/she may then file an appeal, in writing, to the Superintendent of Schools within five (5) school days of the Principal's decision. The appeal will be processed according to the provisions of section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of the receipt of the written grievance.

Grievance Procedure Steps

1. The Student Grieves to
↳
2. Professional Person Who Originally Made the Decision
↳
3. Principal
↳
4. Appeal to the Superintendent of Schools

Note: In each high school, a trained peer facilitator will be available to assist a student in understanding and implementing the grievance procedure (See Peer Facilitator)

2. **Appeal Procedure:** The appeal procedures serve to resolve complaints regarding **discipline of students initiated by administrators relating to established policy or administrative regulation** (suspension, extended suspension, expulsion, etc.).

When a student is disciplined, the student will be given notice of the charge against him/her and the opportunity to explain the alleged incident. If the issue is not resolved at this level, it may then be appealed, in writing, to the Principal within three (3) school days. The Principal shall render a decision in writing to all parties involved within five (5) school days of such an appeal. If the student is not satisfied by the Principal's decision, he/she may then appeal the decision, in writing, to the Superintendent of Schools within five (5) school days of the Principal's decision. The appeal will be processed according to the provisions of section 4-205(c) of the Education Article. A decision shall be rendered by the Superintendent, or designee, within fifteen (15) school days of such an appeal. The decision of the Superintendent may be appealed to the Board of Education, if taken in writing within thirty (30) days after the decision of the Superintendent. The decision may be further appealed to the State Board if taken in writing within thirty (30) days after the decision of the County Board of Education or other individual or entity which issued the decision on appeal. The 30 days shall run from the later of the date of the order or opinion issued reflecting the decision.

Appeals Procedure Steps

- Student Appeals to
↳
- Principal
↳
- Superintendent of Schools
↳
- Board of Education of Carroll County
↳
- Maryland State Board of Education

3. Standard of Review: Generally, the Superintendent (Board of Education) does not substitute its judgment for that of the Principal (Superintendent of Schools) unless the decision is deemed arbitrary, unreasonable, or illegal.

1. A decision may be arbitrary or unreasonable if it is one or more of the following:
 - a It is contrary to sound educational policy;
 - b *A reasoning mind could not have reasonably reached the conclusion the Superintendent reached.*
2. A decision may be illegal if it is one or more of the following:
 - a Unconstitutional;
 - b Exceeds the statutory authority or jurisdiction of the Superintendent;
 - c Misconstrues the law;
 - d Results from an unlawful procedure;
 - e Is an abuse of discretionary powers; or
 - f Is affected by any other error of law.

Note: In the case of discipline situations which result in the principal recommending a suspension beyond 10 school days or an expulsion, the Superintendent, or designee will schedule a conference with the student and parent(s)/legal guardian(s) within 10 school days of the date of the suspension notice. The student will be given notice of the charges against him/her and the opportunity to explain the alleged incident. The first appeal of a suspension for more than 10 days or an expulsion is to the county Board of Education under section 7-305 of the Education Article.

G. Peer Facilitators

1. Definition: A peer facilitator is a student who advises, facilitates and serves as an advocate to other students.
2. Purpose: The peer facilitator program formalizes the opportunity for students to discuss problems and concerns with other students who are trained as listeners.
3. Objectives:
 - a. Act as a facilitator in interpreting the Student Code and the individual school's Student Handbook
 - b. Based upon the student's individual needs, refer him/her to counselors or other resource persons
 - c. Designated peer facilitators meet standards of acceptability jointly agreed upon by the school administration and Student Services and have completed the necessary training under the auspices of the Department of Student Services of the Carroll County Public Schools.

Revised 8/92, 10/92, 8/96, 10/96, 8/98, 8/99, 8/00, 8/02, 7/03, 9/04
4/29/05

**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 during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9th 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 any way in extracurricular activities during one or more of the eight consecutive semesters of eligibility that begin with a student's entry into 9th 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 school sponsored events or activities.
- Restricted eligibility: Student is not fully eligible to participate in extra-curricular 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 extra-curricular 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 extra-curricular activities. In order to regain eligibility to participate in extra-curricular 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 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 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.

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.
- 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 One Violations

Category One Violations include:

- smoking or possession of tobacco products on school property or at school sponsored events;
- a. **First Offense Category One Violation** – The student:
 - i. 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.
 - ii. 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.
 - iii. 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 15 school days of the first day of sanctions.

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.
- 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 15 school days of the first day of sanctions.

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.
- 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 15 school days of the first day of sanctions.

**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 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.
- 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 15 school days of the first day of sanctions.

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.
- 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 15 school days of the first day of sanctions.

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, 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 of medicine, prescribed for another, on school property or at school sponsored events;
 - 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.
 - 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 15 school days of the first day of sanctions.
- 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 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.

Revised: October 2008
January 2010

*****End of Administrative Regulation*****

ENROLLING MILITARY CHILDREN / ELIGIBILITY

State and local educational systems shall facilitate the opportunity for military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY JJIB: INTERSCHOLASTIC ATHLETIC FEE

The Board of Education of Carroll County believes that, for many students, extracurricular activities help to promote educational achievement. However, the cost of extracurricular activities, particularly interscholastic athletics, has out-paced the ability of the Carroll County Public Schools to adequately fund such activity. Accordingly, in an effort to maintain interscholastic athletic activities, a per activity fee will be charged to each student involved in an interscholastic athletic activity.

The following regulations will be followed to implement this policy:

1. Students who participate in an interscholastic athletic activity (ninth grade, junior varsity, and varsity athletic teams, including cheerleading squads) are required to pay a non-refundable fee of \$80.00 per activity. Members of cheerleading squads are required to pay the \$80.00 fee once per year for cheerleading activities. No parent will pay more than \$120.00 for one season for multiple children in activities. Parents who select an online method of payment will bear the cost of any administrative or convenience fees.
2. This fee must be paid prior to the first athletic contest.
3. The interscholastic athletic fee will be waived for students enrolled in the Free and Reduced Meal program and for students in rare and exigent circumstances as determined by the Superintendent/designee.
4. Each high school will submit payment to the school system for the number of student athletes that are listed on its state eligibility rosters, less those athletes participating in the Free and Reduced Meal program. Schools must submit their payment to the school system by the following dates:
 - \$ September 15 - Fall Sports
 - \$ December 15 - Winter Sports
 - \$ April 15 - Spring Sports
5. The Supervisor of Physical Education and Athletics shall enforce these administrative regulations.

Revised 6/11/08

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS****BOARD POLICY ACD: RELIGIOUS OBSERVANCES**

Employees

Staff members may be absent from duty to participate in religious holidays when schools and offices are open. When staff members are unable to perform their regular duties due to the religious holiday observance, leave will be granted according to the following procedures:

- Prior notification to the immediate supervisor is required as soon as possible, but no later than 24 hours in advance of the leave date.
- Employees must use accrued leave, when available.
- Twelve-month employees may use accrued personal or vacation days. Personnel working less than twelve months may use personal business days. All other leave for religious purposes will be without pay.
- The immediate supervisor may request verification of the employee's participation in the religious observance during the regular duty hours from the appropriate religious authority.
- The supervisor will approve the request for leave for religious purposes provided that granting the leave does not have a severe impact on school system operations. Appeals shall be made to the Director of Human Resources.

Students

A student shall be released from school as an excused absence for the purpose of observance of a religious holiday.

In order to facilitate the arrangement for make-up work assignments the parent/guardian shall give written notice to the Principal prior to the student's anticipated absence.

The student's teacher(s) will inform the student of an equivalent opportunity available to him/her to make up any examination, study, or work requirement he/she missed during the excused absence.

School officials shall avoid scheduling major examinations and other major events on religious holidays or when made aware of anticipated high absenteeism on these days.

Students who complete the school year with no other absences shall not be denied school attendance certificates where such are regularly awarded.

Attendance Monitoring

Annually, as part of the school calendar development activity, absentee rates shall be examined to determine the impact, if any, the observance of religious holidays has on the delivery of instruction for all students.

If it is determined that a high absentee rate is expected among students and staff related to religious holiday observances, such that the effectiveness of instruction may be disrupted and there is a negative impact on the available resources, a recommendation may be made to close schools on these days.

Guidelines for Jewish Holidays

Activities, events, new material, or tests that can be made up at a later time, may occur on the day or night of the following dates. Activities, events, new material or tests that cannot be made up, are not to occur on the following days or nights.

<u>Rosh Hashanah:</u>	No events scheduled on the night before the first day and night of Rosh Hashanah.
<u>Yom Kippur:</u>	The night before the day of Yom Kippur and the day and night of Yom Kippur.
<u>Sukkot:</u>	The first night of Sukkot and the day of Sukkot.
<u>Passover:</u>	The first night of Passover and the next day.
<u>Shavuot:</u>	The first night of Shavuot, and the day and night of Shavuot

8/15/05

X – Student Code

H

High School Eligibility - Extra Curricular	
Activities	8
Academic Eligibility	9
Attendance Eligibility	10
Conduct Eligibility.....	11
Definitions	8

I

Interscholastic Athletic Fee	16
------------------------------------	----

R

Religious Observances.....	17
----------------------------	----

S

Students' Rights & Responsibilities	1
Due Process	4
Grievance & Appeal Procedures.....	5
Extended Suspension	3
Suspension & Expulsion	3