

BOARD OF EDUCATION
POLICY 8090
NON-SCHOOL HOUR PARTICIPATION
REQUIREMENTS FOR ELEMENTARY AND
SECONDARY CURRICULAR PROGRAMS

Effective: July 1, 2005

I. Policy Statement

The Board of Education of Howard County is committed to student achievement in all areas. Accordingly, the Board recognizes the benefit to students of opportunities for participation in activities beyond the school day that reinforce skills, provide invaluable learning experiences, and serve as incentives for improvement.

II. Purpose

The purpose of this policy is to establish appropriate guidelines for student participation in curricular activities during non-school hours.

III. Definitions

- A. Activity leader – The teacher or sponsor of an activity.
- B. Curricular Activities - Activities which are scheduled during school or non-school-hours that are a part of the approved curriculum at the elementary, middle and high school levels or as part of a pilot course approved by the Chief Academic and Administrative Officer. (These activities include rehearsals, practices, performances, work-based learning experiences and other events identified as integral to the program of studies.)
- C. Non-School-Hour Activities - Those activities conducted before or after school, during holidays, on weekends, over the summer, or during other times when schools are closed for students.
- D. Parent – Any one of the following, recognized as the individual(s) legally responsible for the student:
 - 1. Biological parent – A natural begetter of the offspring; mother or father.
 - 2. Adoptive parent – Person who has legally adopted the student.
 - 3. Custodian – Person or agency appointed by the court as the legal custodian of the student.
 - 4. Guardian - A person who has been placed by the court in charge of the affairs of the student and granted the rights and privileges of a biological parent.

5. Caretaker – An adult resident of Howard County who exercises care, custody or control over a minor child but who is neither the parent nor legal guardian of the child.

IV. Standards

A. Mandatory Non-School-Hour Curricular Activities

Mandatory student participation in curricular activities scheduled beyond the school day or year will be limited to those activities deemed integral to the objectives of the program and identified as course requirements. All Board of Education policies remain in effect for curricular activities taking place on school property or at an off-site location.

1. Standards for attendance shall be consistent with Policy 9010- Attendance.
2. Participation in mandatory curricular activities may be counted as a percentage of the student's total grade. Consistent with the provisions of Policy 8010, Grading and Reporting: Pre Kindergarten through Grade 8 and Policy 8060, Grading and Reporting: High School, no grade penalty may be assessed for excused absences. In accordance with established procedures, absence from a mandatory activity, excused or not, may result in the student's exclusion from a scheduled performance or event for which the missed activity was considered essential preparation.
3. Program descriptions provided to parent(s) and student(s) shall contain appropriate notification of any requirement for parent(s) or student(s) to provide transportation to any mandatory or optional non-school-hour curricular activities.
4. Those specific activities for which the school system will provide transportation will be conducted in accordance with the provisions of Policy 8100, Field Trips and Student Activity Trips or Policy 5200, Pupil Transportation, as appropriate.
5. No student shall be required to participate in any non-school-hour curricular activity for which he or she is assessed a fee or required to raise funds on an individual basis.
6. While individual students may be encouraged to participate in organized summer programs or camps conducted by other private or public organizations to refine and develop their skills or gain additional experience, no student shall be required to participate in such a program. However, participation in a summer internship arranged by the Howard County Public

School System may be a requirement for students enrolled in the Career and Technology Education Academy Program.

7. No required performing arts summer practice session shall be scheduled to begin before August 15, include overnight stays or take place outside of the county.

B. Optional Non-School-Hour Curricular Activities

At the discretion of the activity leader, certain non-school-hour curricular activities may be scheduled for which student participation is voluntary. Scheduling of optional non-school-hour activities shall be based upon a determination that the number and distribution of student participants will be sufficient to ensure a quality performance or experience. All Board of Education policies remain in effect for activities taking place on school property or at an off-site location.

1. If an activity is scheduled for an off-school site, it will be conducted in accordance with the provisions of Policy 8100 - Field Trips and Student Activity Trips. Otherwise, parent(s) and student(s) will be informed in advance of the requirement to provide transportation.
2. Students opting not to participate in these activities cannot be penalized in any fashion.
3. Students who have volunteered to participate are expected to honor their commitment.

V. Compliance

- A. As part of the curriculum approval process, the program manager for each curricular area is responsible for identifying those non-school-hour activities that are integral to each program or course and, if appropriate, defining the maximum number of activities in which students may be expected to participate to meet program requirements.
- B. The Principal/designee is responsible for approving any schedule of curricular activities involving student participation during non-school hours.
- C. Activity leaders are responsible for providing students and parents with information in advance regarding mandatory and optional activities for all curricular activities taking place during non-school hours.

VI. Delegation of Authority

The Superintendent is authorized to develop procedures to implement this policy.

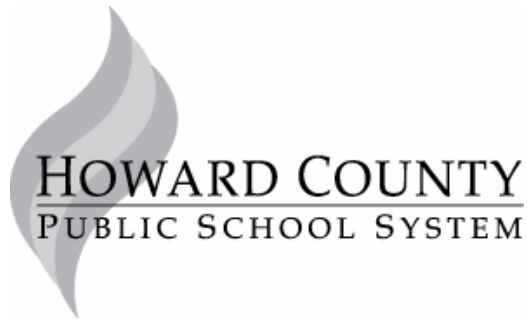
VII. References

- A. Legal
- B. Other Board Policies
 - 5200 Pupil Transportation
 - 8010 Grading and Reporting: Pre Kindergarten through Grade 8
 - 8020 Grading and Reporting: High School
 - 8100 Field Trips and Student Activity Trips
 - 9010 Attendance
 - Catalog of Approved High School Courses

ADOPTED: July 24, 1981

AMENDED: May 11, 1995
June 9, 2005

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POLICY 8090-PR
IMPLEMENTATION PROCEDURES
NON-SCHOOL HOUR PARTICIPATION
REQUIREMENTS FOR ELEMENTARY AND
SECONDARY CURRICULAR PROGRAMS

Effective: July 1, 2005

I. Non-School-Hour Curricular Activities

A. Elementary School Programs

Participation in the following activities during non-school hours may be required for students who participate in the related programs at an individual elementary school:

1. Strings
 - a. Rehearsals (before school, after school or evening)
 - b. Performances (e.g. concerts, school functions)
2. Band
 - a. Rehearsals (before school, after school or evening)
 - b. Performances (e.g. concerts, school functions)
3. Chorus
 - a. Rehearsals (before school, after school or evening)
 - b. Performances (e.g. concerts, school functions)

B. Middle School Programs

Participation in the following activities during non-school hours may be required for students who enroll in the related courses at an individual middle school:

1. Strings
 - a. Rehearsals (before school, after school or evening)
 - b. Performances (e.g. concerts, school functions)
 - c. Group Adjudications (local & state)
2. Band
 - a. Rehearsals (before school, after school or evening)
 - b. Performances (e.g. concerts, school functions)
 - c. Group Adjudications (local & state)
3. Vocal (Chorus)
 - a. Rehearsals (before school, after school or evening)

- b. Performances (e.g. concerts, school functions)
- c. Group Adjudications (local & state)

C. High School Programs

Participation in the following performing arts activities or experiences may be required for students who enroll in related courses at an individual high school:

1. Performing Arts

- a. Band (e.g., Concert Band, Jazz Ensemble, Marching Band, Symphonic Band, and Wind Ensemble)
 - i. Rehearsals (before school, after school, evening or weekend; Marching Band may also include a summer practice session)
 - ii. Performances (e.g. concerts, school functions)
 - iii. Competitions
 - iv. Group Adjudications (local & state)
- b. Strings (Orchestra)
 - i. Rehearsals (before school, after school, evening or weekend)
 - ii. Performances(e.g. concerts, school functions)
 - iii. Competitions
 - iv. Group Adjudications (local & state)
- c. Vocal (e.g., Chorus, Madrigal Singers)
 - i. Rehearsals (before school, after school, evening or weekend)
 - ii. Performances (e.g. concerts, school functions)
 - iii. Competitions
 - iv. Group Adjudications (local & state)
- d. Drama
 - i. Rehearsals (before school, after school, evening or weekend)
 - ii. Performances
 - iii. Competitions
- e. Dance

- i. Rehearsals (before school, after school, evening or weekend)
 - ii. Performances
 - iii. Competitions
 - iv. Group Adjudications (local & state)
 2. Work-based Learning Programs
 - a. Career and Technology Education (CTE) Academy Programs
 - i. Senior Practicum
 - ii. Summer Internships
 - iii. Work-based experiences
 - b. Gifted and Talented Program
 - i. Internships
 - ii. Mentor Program
 - c. Work-Study Program
 3. Optional Non-School-Hour Activities

At the discretion of the activity leader, optional non-school-hour curricular activities may be identified and scheduled based upon the probability that the number and distribution of students volunteering to participate will assure a quality performance or experience.

II. Approval and Notification

- A. Elementary Programs
 1. The activity leader shall submit a curriculum-specific schedule of activities and events that are part of the elementary performing arts curriculum for the coming school year to the Principal/designee for approval prior to the commencement of the school year. To the extent possible, this schedule shall include mandatory practices, rehearsals, performances and off-school site experiences or events, as well as any optional activities.
 2. Information regarding non-school-hour activities related to the performing arts curriculum in which students may be expected to participate will be provided to the parent(s) of elementary school students at the beginning of the school year. Identification of any

expectation or requirement for parent(s) to provide transportation in order for students to participate in these activities shall also be provided.

3. The activity leader shall provide elementary school student(s) and their parent(s) with the approved schedule for curricular activities and events at the beginning of the school year.
4. Every reasonable effort shall be made to inform student(s) and parent(s) in advance of any changes or additions to the approved schedule.

B. Secondary Programs

1. An information sheet shall specify the maximum number of mandatory non-school-hour performing arts activities in which middle school students in these programs may be expected to participate. For high school performing arts courses, The Catalog of Approved High School Courses shall specify the maximum number of mandatory non-school-hour performing arts activities in which students enrolled in these courses may be expected to participate. For any work-based learning programs, the Catalog of Approved High School Courses will identify the possibility of or requirement for off-site or non-school-hour activities in which students enrolled in the courses or program may be expected to participate. Any expectation or requirement for parent(s) or student(s) to provide transportation in order for students to participate in these programs will be identified as well.
2. The activity leader shall submit a course-specific schedule of curricular activities and events for the coming school year to the Principal/designee for approval before the commencement of summer sessions or classes. To the extent possible, this schedule shall include mandatory practices, rehearsals, performances and off-school site experiences or events as well as any optional activities.
 - a. Middle School - The activity leader shall provide middle school student(s) and parent(s) with the approved schedule of curricular activities and events for that school year at the beginning of the course.
 - b. High school – The activity leader shall provide student(s) with the approved course-specific schedule of curricular activities and events for that school year at the beginning of the summer session, if applicable, or at the beginning of the course.

3. Every reasonable effort shall be made to inform student(s) in advance of changes or additions to the approved schedule during the course of the year.

III. Attendance and Participation

A. Mandatory Non-School-Hour Curricular Activities

1. Mandatory activities are considered a part of the program requirements and, as such, participation in these activities may be included as part of the grading policy developed and distributed to students and parents, by the activity leader, and may be counted as a percentage of the student's total grade.
2. No grade penalty shall be assessed for an excused absence from a mandatory activity, since no consistent opportunity exists for a student to make-up a missed mandatory rehearsal, practice, performance or event, as is provided for in Policy 9010 – Attendance.
3. In accordance with established procedures, absence from a mandatory activity, excused or not, may result in the student's exclusion from a scheduled performance or event for which the missed activity was considered essential preparation.

B. Optional Non-School-Hour Curricular Activities

1. Activity leaders may schedule optional non-school-hour curricular activities based on the probability of sufficient student volunteer participation to ensure a quality performance or experience.
2. Students opting to participate in these activities shall obtain parental permission in advance and are expected to honor their commitment.
3. Students not opting to participate in these activities cannot be penalized in any fashion, including receipt of a lowered grade or being dropped from the program. However, the student's expected chair or role in the optional activity may be assumed by another.

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