

Effective: July 1, 2021

Policy Outline

- I. Policy Value Statement
- II. Purpose
- III. Standards
- IV. Responsibilities
- V. Delegation of Authority
- VI. Definitions
- VII. References
- VIII. History

I. Policy Value Statement

The Board of Education of Howard County recognizes the benefit to students of participating in activities beyond the school day that reinforce skills, provide valuable learning experiences, and serve as incentives for improvement, specifically the non-school-hour programs that implement the Howard County Public School System (HCPSS) curriculum.

II. Purpose

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

III. Standards

- A. Required non-school-hour curricular activities are those activities identified as course requirements.
- B. Participation in required non-school-hour curricular activities will be reflected within the student's total grade in accordance with Policy 8010 Grading and Reporting: PreKindergarten Through Grade 5 and Policy 8020 Grading and Reporting: Middle and High School.
- C. No grade penalty will be assessed for excused absences from required non-school-hour curricular activities (see Policy 8010 Grading and Reporting: PreKindergarten Through Grade 5 and Policy 8020 Grading and Reporting: Middle and High School).
- D. Absence from a required non-school-hour curricular 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.

- E. Violation of the HCPSS Student Code of Conduct may result in a student's exclusion from a scheduled performance or event.
- F. Students will not be required to pay a fee to participate in a required non-school-hour curricular activity.
- G. Students who do not participate in voluntary non-school-hour curricular activities will not be penalized.
- H. If the non-school hour curricular activity involves a field trip, the trip will adhere to Policy 8100 Field Trips.
- I. All Board policies remain in effect for non-school-hour curricular activities taking place on school property or at an off-site location.
- J. Curricular activity leaders, in collaboration with school-based administrators, have the ability to make provisions to meet student needs.

IV. Responsibilities

- A. Curriculum coordinators will identify those required non-school-hour curricular activities integral to each program or course.
- B. Curriculum coordinators will determine the maximum number of required non-school-hour curricular activities in which students will participate to meet program requirements.
- C. The principal/designee will approve any schedule of curricular activities during non-school hours.
- D. Curricular activity leaders will provide participating students and their parents with information prior to or at the beginning of the course regarding all required curricular activities taking place during non-school hours.
- E. Curricular activity leaders will consult with the school administrator/designee prior to excluding a student from a scheduled performance or an event.

V. Delegation of Authority

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

VI. Definitions

Within the context of this policy, the following definitions apply:

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- A. Curricular Activity Leader – The teacher responsible for directing a non-school-hour curricular activity.
 - B. Non-School-Hour Curricular Activities – Learning experiences scheduled during non-school-hours that are part of the approved curriculum at the elementary, middle, and high school levels, such as rehearsals, practices, or performances. These activities can be either:
 - 1. Required – Those non-school-hour activities mandated by a curricular program.
 - 2. Voluntary – Those non-school-hour activities that are scheduled and for which student participation is not required.
 - C. Parent – Any one of the following recognized as the adult(s) legally responsible for the student:
 - 1. Biological Parent – A natural parent whose parental rights have not been terminated.
 - 2. Adoptive Parent – A person who has legally adopted the student and whose parental rights have not been terminated.
 - 3. Custodian – A person or an agency appointed by the court as the legal custodian of the student and granted parental rights and responsibilities.
 - 4. Guardian – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and responsibilities.
 - 5. Caregiver – An adult resident of Howard County who exercises care, custody, or control over the student but who is neither the biological parent nor legal guardian as long as the person satisfies the requirements of the Education Article, §7-101 (c) (Informal Kinship Care) or has been issued a U.S. Department of Health and Human Service’s Office of Refugee Resettlement (ORR) Verification of Release form entering into a custodial arrangement with the federal government.
 - 6. Foster Parent – An adult approved to care for a child who has been placed in the home by a state agency or a licensed child placement as provided by the Family Law Article, §5-507.

VII. References

- A. Legal
The Annotated Code of Maryland, Education Article, §7-101(c) Informal Kinship Care
The Annotated Code of Maryland, Family Law Article, §5-507

- B. Other Board Policies
 - Policy 5200 Pupil Transportation
 - Policy 8010 Grading and Reporting: PreKindergarten through Grade 5
 - Policy 8020 Grading and Reporting: Middle and High School
 - Policy 8030 Graduation Requirements
 - Policy 8100 Field Trips
 - Policy 9010 Attendance
 - Policy 9200 Student Discipline

- C. Relevant Data Sources
 - Catalog of Approved Middle School Courses
 - Catalog of Approved High School Courses

- D. Other
 - HCPSS Student Code of Conduct

VIII. History¹

ADOPTED: July 24, 1981
REVIEWED:
MODIFIED:
REVISED: May 11, 1995
 June 9, 2005
 February 9, 2012
 January 7, 2021
EFFECTIVE: July 1, 2021

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.

**NON-SCHOOL-HOUR
CURRICULAR PROGRAMS**

Effective: July 1, 2021

I. Required Non-School-Hour Curricular Activities

A. Elementary School Programs

If before school, after school, or evening activities are held, participation in the following are examples of what may be required:

Strings, Band, Chorus

1. Rehearsals
2. Performances

B. Middle School Programs

Participation in the following activities before school, after school, evenings, or weekends are examples of what may be required:

1. Orchestra, Band, Chorus
 - a. Rehearsals
 - b. Performances
 - c. Group Ensemble Assessments/Adjudications (local & state)
2. Accelerated GT Mathematics Program

C. High School Programs

Participation in the following performing arts activities or experiences before school, after school, evenings, or weekends are examples of what may be required:

1. All courses in the High School Course Catalog (Fine Arts)
 - a. Rehearsals
 - b. Performances (e.g. concerts, school functions)
 - c. Competitions
 - d. Group Ensemble Assessments/Adjudications (local & state)
 - e. Workshops/Festivals

2. Gifted and Talented Intern/Mentor Program

D. Summer Rehearsals

1. Required performing arts summer practice sessions will not be scheduled more than three weeks prior to the staff return date.
2. Required performing arts summer practice sessions will not include overnight stays or take place outside of the county.

II. Voluntary Non-School-Hour Curricular Activities

Enrichment, extension and academic intervention activities are opportunities that may be provided by individual school communities. They provide students with additional opportunities to interface with curriculum in less traditional settings.

Rehearsals
Master Classes
Field Trips
Performances

III. Approval and Notification

A. Elementary Programs

1. The curricular activity leader will submit a curriculum-specific schedule of non-school-hour curricular activities and events that are part of the elementary performing arts curriculum for the upcoming school year to the principal/designee for approval prior to the beginning of each school year. This schedule will include dates for required practices, rehearsals, performances, and off-school site experiences or events, as well as any voluntary activities.
2. Information regarding non-school-hour curricular activities related to the performing arts curriculum in which students may be expected to participate will be provided to the parents of elementary school students at the beginning of each school year. Identification of any expectation or requirement for parents to provide transportation will also be provided.
3. The curricular activity leader will provide participating students and parents with the approved schedule for required and for voluntary non-school-hour curricular activities and events at the beginning of each school year.
4. Students and parents will be informed in advance of any changes to the approved schedule. If activities are added after the beginning of the school year, these activities will be voluntary.

- B. Secondary Programs
1. Maximum Number of Required Activities During Non-School-Hours
 - a. For middle school performing arts courses, the Catalog of Approved Middle School Courses will specify the maximum number of required rehearsals and performances for non-school-hour performing arts curricular activities in which students enrolled in these courses will participate.
 - b. For high school performing arts courses, the Catalog of Approved High School Courses will specify the maximum number of required rehearsals and performances for non-school-hour performing arts curricular activities in which students enrolled in these courses will participate.
 - c. For any high school work-based learning programs, the Catalog of Approved High School Courses will identify the requirements for off-site or non-school-hour curricular activities in which students enrolled in the courses or programs will participate.
 2. The curricular activity leader will submit a course-specific schedule of non-school-hour curricular activities and events for the coming school year to the principal/designee for approval before the beginning of the course. This schedule will include dates for required practices, rehearsals, performances, and off-school site experiences or events as well as any voluntary activities.
 - a. Middle School – The curricular activity leader will provide middle school students and parents with the approved schedule of non-school-hour curricular activities and events for that school year at the beginning of the course.
 - b. High School – The curricular activity leader will provide students and parents with the approved course-specific schedule of non-school-hour curricular activities and events for that school year at the beginning of the summer session or at the beginning of the course.
 3. Students and parents will be informed in advance of changes or additions to the approved schedule during the course of the year.

IV. Attendance and Participation

- A. Students with a lawful/excused absence during school hours may still participate in required non-school-hour curricular activities.
- B. No grade penalty will be assessed for a lawful/excused absence from a required non-school-hour curricular activity.

- C. Prior to excluding a student from a scheduled performance, the curricular activity leader will consult with the school administrator.
- D. If a conflict arises between extracurricular activities (athletic event, talent show, etc.) and required non-school-hour curricular activities (band concert, dance performance, etc.), the required non-school-hour curricular activity takes precedence over the extracurricular activity. However, the appropriate curricular activity leaders will make every effort to resolve the conflict in a way that benefits both programs.
- E. Transportation requirements will be provided to parents and students in program descriptions. Parents should communicate with school administrators or the curricular activity leader if a transportation issue arises for a scheduled non-school-hour curricular activity.

V. **Monitoring**

Policy 8090 implementation procedures will be overseen by the Division of Academics.

VI. **History¹**

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