

**Administrative Procedures for Policy 2912 (Instruction)  
Regarding Student Participation and Performance in Public Events, Activities, and Contests Sponsored  
by Outside Organizations**

I. Definitions

- A. Booster organizations – groups formed to support the operations of specific extra and co-curricular groups by providing additional financial support for and volunteering to enhance community support that often extends, but is not necessarily designed, to benefit all of the students at a school.
  - B. Extra-curricular and co-curricular groups – groups formed to participate in activities directly related to the curriculum, as well as school-sponsored clubs, activities, and organizations that are coordinated and endorsed by the school and school system. These groups include athletic programs, drama clubs and productions, music and art groups, and other clubs and organizations.
  - C. Non-commercial – an activity that does not involve the buying or selling of items.
  - D. Outside organization – organizations and groups organized outside of Calvert County Public Schools, including churches, civic groups, community associations, and recreational programs.
  - E. Parent organizations – groups consisting of parents that provide volunteer and/or financial support to schools, extra-curricular and/or co-curricular groups. These groups generally support the entire school program as opposed to focusing on one particular activity or club. Examples include Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs) and Family School Organizations (FSOs).
  - F. School-related organization - extra-curricular groups, co-curricular groups, parent organizations, and booster organizations.
- II. Students and student groups, functioning as representatives of the school or school system, may participate or perform in the following kinds of public events and activities sponsored by outside organizations upon gaining the required prior approval from the Superintendent or designee:
- A. Activities approved by the Maryland State Board of Education, such as All-State music, art, drama and dance auditions and activities, and Tri-County music activities;
  - B. Activities sanctioned by Calvert County Public Schools and for which student groups have a system coach or sponsor, including, but not limited to, MESA, Spelling Bee, SMECO Computer Bowl, Math Counts, events and activities related to STEM programming, SkillsUSA, USBands, All-County music activities;
  - C. Programs sponsored by civic organizations of a non-commercial nature;
  - D. Community-wide, non-commercial activities, parades, celebrations and programs, such as the Christmas Parade, Patuxent River Appreciation Days, the Calvert County Fair,

Chamber of Commerce activities, Calvert County Arts Council activities, Ann Marie Garden activities, and Jefferson Patterson Park activities;

- E. Activities benefiting charitable organizations, such as the American Heart Association, Muscular Dystrophy Foundation, and the American Cancer Society; and
  - F. Public service activities, such as dedications and patriotic celebrations.
- III. Participation in events and activities sponsored by outside organizations shall be voluntary on the part of students unless those events and activities are integral to the performance of the school group or team and such requirements were made known to the student and parent prior to the student committing to the activity.
- IV. When students and student groups travel on transportation provided by the school system, school or school-related organization, Policy 2405 Regarding Field Trips will be followed.
- V. Prior to approving an event, the Superintendent or designee will ensure that supervision commensurate with that required by Policy 2405 Regarding Field Trips will be provided during the activity.
- VI. Students and student groups, functioning as representatives of the school or school system, may not participate or perform in events and activities sponsored by outside organizations that fall within the following categories:
- A. Activities that are for the purpose of private gain or for promoting any commercial project, product or business.
  - B. Activities that are for the sole purpose of promoting a political party or candidate.
- VII. A school name, the names of school sponsored groups, and/or school equipment may not be used in events of a political nature or to promote a private business or venture.
- VIII. Contests
- A. No contest or similar activity will be conducted in any Calvert County Public School until it is approved by the Superintendent or designee. The Superintendent or designee may restrict or prohibit the participation of any public school in Calvert County in any contests which he/she deems detrimental to students or the educational process. Contest approval procedures are as follows:
    - 1. Outside organizations or individuals that want to sponsor contests or similar activities in Calvert County Public Schools must send a written request to the Superintendent or his/her designee that includes the following information:
      - a. Name of contest
      - b. Purpose of contest
      - c. Grade level and/or subject areas to participate in the contest
      - d. Cost to student
      - e. Judging procedures
      - f. Awards to be given
      - g. Time(s) when students are expected to participate and

- h. Contact information for the outside organization or individual sponsoring the contest.
  2. The Superintendent or designee will forward the contest application to the Director of Student Services for review.
  3. Decisions will be communicated by the Director of Student Services to the contest sponsor and to the appropriate school principal(s).
  4. Each principal shall make the final decision regarding student participation in approved contests in his/her school.
- B. The following criteria will be used to evaluate the approval of a contest:
  1. As appropriate, contests must be made available or offered to all students in the school or all students in a designated grade or level.
  2. Contests shall not place an undue burden on students, teachers, or the school.
  3. Contests that require the use of school time or travel during school time should be evaluated in terms of the benefits to the student and their relevancy to the educational program.
  4. The school or school personnel shall not be involved in the judging process for a contest or activity sponsored by an outside organization.
  5. Contests which require creative solutions and contributions by the student and tend to promote academic achievement and accomplishment will be given priority for approval.
  6. Programs that promote or advertise a product or partisan political activity shall not be approved.
- C. Participation in contests by individual students shall be voluntary.