

**Administrative Procedures for Policy #3451 (Students)**  
**Additions or Deletions to Calvert County Interscholastic Athletic Programs**

- I. Addition of an Interscholastic Athletic Program
  - A. Prior to the addition of any new interscholastic athletic sport to the Calvert County Public Schools athletic program, an application must be submitted by the interested party(ies) to the appropriate principal. The application must include the following:
    1. Purpose/goals of program
    2. Need for program
    3. Estimate of start-up costs
    4. Estimate of annual costs
    5. Proposed practice and playing area(s) to be used
    6. Projected student interest
  - B. The school principal will meet with appropriate school-based staff, including the school's athletic director, to discuss the feasibility of the new athletic program addition. The following criteria will be used by the principal and school-based staff to determine if the addition should be recommended or denied:
    1. Need for the new program
    2. Cost of the new program
    3. The effect the new program would have on existing programs
    4. Adequacy of facilities, including practice, playing, and storage areas
    5. Availability of qualified school-based coaches
    6. Availability of competition within the Southern Maryland Athletic Conference (SMAC) or with adjoining counties (as appropriate)
    7. Endorsement of sport by the Maryland Public Secondary School Athletic Association (MPSSAA), and/or SMAC (as appropriate)
  - C. The principal will forward his/her recommendation to the individual who is responsible for system-wide supervision of the athletics program who will examine the proposal and meet with the principal and interested parties to discuss the proposal.
  - D. If the individual responsible for system-wide supervision of athletics decides to deny the request, he/she will inform the principal and interested parties in writing of the decision and will include the rationale for the denial.

1. The principal and/or interested party may appeal the decision in writing to the Superintendent or his/her designee within 30 days of receiving the written denial.
  2. The Superintendent or designee will notify the principal and interested parties of his/her decision in writing.
- E. If the recommendation is to approve the proposal, the individual who is responsible for system-wide supervision of the athletics program will evaluate the feasibility of implementing the athletic program system-wide. A written recommendation including rationale and appropriate documentation will be forwarded to the Superintendent or designee.
1. If the individual who is responsible for system-wide supervision of the athletics program initiates the request for the addition of an athletic program, that individual will prepare an application which includes all of the criteria in items I. A., I. B., and E. above. He/She will include at least one principal from the appropriate level (middle or high) in the preparation of the application.
- F. If the Superintendent or designee recommends implementation of the athletic program in one or more of the schools, he/she will present the recommendation to the Board of Education for approval.
- G. If the Superintendent or designee does not recommend the implementation of the new athletic program, he/she will inform the individual responsible for system-wide supervision of athletics, the principal, and the interested parties, and will include the rationale for the denial.

## II. Deletion of an Interscholastic Program

- A. Before any current interscholastic athletic program is deleted, the initiating party must submit a letter requesting the deletion to the individual who is responsible for system-wide supervision of the athletics program. The letter must include the reasons for the proposed deletion and any appropriate documentation.
- B. The individual responsible for system-wide supervision of athletics will meet with the interested parties and will consider the following criteria:
1. Need for the current athletic program
  2. Interest in the current athletic program by students and community
  3. The effect this deletion would have on the overall athletic program in the school, community, and, if appropriate, SMAC.
- C. If the individual responsible for system-wide supervision of athletics decides to recommend deletion of the current athletic program, including times when the individual responsible for the system-wide supervision of athletics initiates the recommendation to delete a current athletic program, the recommendation will be made in writing to the Superintendent or designee. Written notification of the recommendation will go to the initiating parties, as appropriate.
- D. If the Superintendent or designee recommends deletion, the recommendation will go to the Board of Education for approval.

III. Appeals

- A. Appeals of the Superintendent's decision can be made in accordance with Policy 1600 Regarding Appeals.

IV. Other

- A. The process defined above does not apply when the Superintendent or Board of Education initiate the addition or deletion of an athletic program