

## Instruction

### Administrative Procedures - Eligibility for Participation in Extracurricular Activities

Actor	Action
Building Principal	Include the minimum academic criteria for participation and the approval process in the student handbook.
Coach or Sponsor	Explain the minimum academic criteria for participation and the appeal process to student-participants.
Student	In order to be eligible to participate, maintain a passing grade in each course.
Coach or Sponsor	Before allowing a student to join an extracurricular activity, ensure that he or she meets the academic criteria. If the beginning of the extracurricular activity corresponds with the beginning of a new grading period, check only grades received during the last grading period.
Building Principal or designee	At the end of each grade-reporting period, arrange for all coaches and sponsors to have access to their student-participants' grades and grade point averages.
Coach or Sponsor	At the end of each grade-reporting period, determine whether any student(s) failed to meet the academic criteria.
Coach or Sponsor	For any student who fails to meet the academic criteria, meet with the student and explain why he or she is suspended from the activity and explain the appeal process for one failing grade; send a notice of the suspension to the student(s)' parent(s)/guardian(s).
Coach or Sponsor	<p><i>For any student suspended for not having a passing grade in each course:</i> At the end of the next grade-reporting period, determine whether the student is now passing all courses in which he or she is enrolled and see below.</p> <p>If the student now meets the academic criteria, notify the student and the student's parent(s)/guardian(s) that he or she is now eligible to participate. If the students does not meet these criteria, notify the student's parent(s)/guardian(s) that he or she will remain ineligible to participate until the student meets the academic criteria.</p>

(September 1998)

