

# Superintendent Procedure 2151SP

## Interscholastic Activities

Approved by: s/Larry Nyland Date: 5/10/17

Dr. Larry Nyland, Superintendent



### Eligibility for Participation in Interscholastic Activities

1. Eligibility - Students expecting to participate in interscholastic activities must establish their eligibility during the most recent completed grading period immediately prior to participation. Intervention and assistance is available for all students.
2. Normal Progress – To meet the District’s graduation requirements during four (4) regular school years, students must earn credit for an average of five (5) full-time courses each term (average of 2.5 credits per term, 5.0 credits per school year).
3. Grading Period – The official grading period is a quarter, semester or trimester configuration.
4. Repeat Course Grading – When a student:
  - A. Has failed and repeated a course, only the grade earned in the repeated course will be computed into the student’s cumulative grade point average.
  - B. Has received a “D” grade and the grade for the repeated course is improved, the original “D” grade will remain on the transcript and will continue to be calculated as a permanent part of the student’s cumulative grade point average. However, for interscholastic participation purposes, the student’s GPA should be calculated manually, utilizing only the improved grade in the repeated course.
5. Probationary Eligibility Status – A special status that may be granted a student who meets criteria established for that purpose. (See Student Responsibilities section of this procedure.)
6. Intervention Classes – Classes that are available to all students and which provide a certificated staff person with expertise in the basic skills areas.
7. Interscholastic Activities – Those activities which occur beyond the regular school day and include:
  - A. Any activity listed under the current compensation schedule for Special and Supplemental Assignments, EXCEPT:

1. Intramurals.
  2. Senior class advisor.
  3. Out of class activities which are conducted as part of credit-bearing class (e.g., band, drama, journalism, etc.).
- B. Any organization/group/club/team which:
1. Has a fixed, published roster – that is, which is formed within the school and whose membership is known at all times and which meets on a regularly-scheduled basis over a specified period of time; AND
  2. Is scheduled to compete with other schools.
- NOTE: Out of class activities, which are conducted as a part of a credit bearing class, are exempt from the criteria because such activities do have a fixed roster.
- C. Any elected or appointed officers and chairpersons of any school sponsored organization/group/club/team.
8. Standardized Grading Policy – The following standard grading procedure applies to all students in the regular program.
- A. The issuance of grades must follow the explanation of grades shown on the reverse side of the District Official Transcript.
  - B. The “N” grade may be used only as follows:
    1. To indicate a course failure in a pass/no grade (P/N) course.
    2. To indicate an audited course.
  - C. A student must elect the P/N option within five (5) weeks of entry into a class. The action must be initiated by the student and verified and signed by the counselor, teacher, and parent(s) or guardian(s).
  - D. Any student is eligible to elect the P/N option for any one (1) course per term.
9. Eligibility Criteria – A minimum grade point average (GPA) of 2.0 has been established to determine a student’s eligibility to participate in interscholastic activities. (See Student Responsibilities section of this procedure.)
10. Eligibility Requirements – The credit requirements to establish a student’s eligibility to participate in interscholastic activities. (See Student Responsibilities section of this procedure.)
11. Verification of Eligibility – The process whereby:

- A. Schools check the eligibility of students. (See Schools Responsibilities section of this procedure.)
  - B. Students must verify their eligibility prior to participation in scheduled events or meetings. (See Student Responsibilities section of this procedure.)
12. Special Programs – Individual requirements have been established for the District’s Special Programs.
- A. Special Education Programs – Students will be required to meet the same eligibility requirements as other students, EXCEPT when the student’s disability prevents them from achieving a 2.0 GPA. The student’s IEP team will determine if the student’s disability prevents them from achieving a 2.0 GPA.
  - B. Bilingual Programs – In most cases, those students receiving ninth through twelfth grade bilingual education services must meet the regular eligibility requirements.
    - 1. Ninth and Tenth Grades – Regular eligibility requirements must be met.
    - 2. Eleventh and Twelfth Grades – Limited English-speaking students must meet the regular eligibility requirements with the following exception:

That they will have a modified program, as specified by the building counseling staff and the bilingual program office staff, which will be acceptable for eligibility purposes in lieu of the regular program of studies.
  - C. Alternative Programs/Schools – Flexibility will be provided for alternative schools as it relates to alternative students’ determination of eligibility for participation in interscholastic activities associated with the alternative programs.

An alternative student’s eligibility, when transferring from an alternative program to a regular school program, will be determined by verification, in writing, from an administrator of the sending alternative school to the receiving regular school, indicating that the student is achieving a 2.0 or better GPA in all subjects.

Continuing eligibility will require earning no less than a 2.0 GPA during the regular grading periods.

NOTE: Athletic participation is subject to WIAA and league rules and regulations.
13. Appeal Process – Students may appeal their notification of ineligibility on the basis of hardship or extenuating circumstances. (See Appeal process at the end of this procedure.)

14. Program of Studies – Students must be enrolled in a program of studies that ensures normal progress toward graduation. Some of the District’s requirements, such as science and health education, are offered at different grade levels in the various high schools.
15. Drop or Withdrawal – Students may drop or withdraw from a class under the conditions identified in the Student’s Responsibilities section of this procedure.
16. Interim Progress Reports – A student who has been declared ineligible may request progress reports and petition for probationary status. (See Student Responsibilities section of this procedure.)

### **Staff, Parent/Guardian, and Student Responsibilities**

1. School Staff Responsibilities – All members of the staff in each school will cooperate in helping students to succeed in meeting the requirements of the School Board Policy on interscholastic participation.

NOTE: Also see the Eligibility for Participation section of this procedure.

- A. Policies – Review, reinforce, and implement District policies relating to written descriptions of course goals and objectives, appropriate lesson planning and support for the instructional program, and systematic homework assignments.
- B. Communication – Provide for effective oral and written communication with all students and parents regarding the provisions and implications of policies pertaining to students.
- C. Student Performance and Achievement – Implement the process which facilitates parent or guardian, teacher, and student communications regarding individual student performance and achievement.

NOTE: See Eligibility for Participation section of this procedure.

- D. Standards – Make available to students and parents or guardians materials which will assist in interpreting the standards used for receiving credits and grades in each classroom.

NOTE: See Standardized Grading Policy in the Eligibility for Participation section of this procedure.

- E. Notification – Provide notification to parent(s) or guardian(s) when a student shows signs of significant decline in effort or achievement, and encourage follow-up and involvement of parent(s) or guardian(s).

NOTE: See Eligibility for Participation section of this procedure.

- F. Verification of Eligibility – The schedule of verification of activities is as follows:

1. Schools – At the official end of each grading period, schools have:
    - a. Five (5) working days, plus
    - b. One (1) weekend, before eligibility must be checked.
    - c. The sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) working days are used to verify eligibility, and
    - d. Eligibility of students must be declared on the eighth (8<sup>th</sup>) working day by all schools.
  2. Students – Students participating in interscholastic activities or athletic competition must verify their eligibility prior to subsequent scheduled events or meetings.
- G. Resources – Review existing programs that might allow schools to provide, within available resources, the necessary counseling services, tutoring programs, or other intervention programs that may be developed within the building to assist students in meeting the requirements for participation.
- H. New Student – Facilitate the adjustment of a student who is new to the school or program.
- I. Student Records – Facilitate the timely and accurate transfer of student records between schools.
2. Parent/Guardian Responsibilities – Parent/guardians are encouraged to help their children to succeed in meeting the requirements of the School Board Policy on interscholastic participation.
    - A. Communication – Parent/guardians are encouraged to:
      1. Discuss with their children the requirements and implications of the School Board Policy on interscholastic activities.
      2. Reinforce realistic expectations of their children’s effort and achievement.
      3. Maintain regular communication with the school concerning the progress of their children including:
        - a. The review of progress reports and report cards.
        - b. Participation in follow-up conferences as necessary and desirable.
    - B. Attendance – Parent/guardians are encouraged to:
      1. Encourage regular and punctual attendance of their children except in cases of actual illness.
      2. Communicate with the school whenever a student’s absence is necessary.
    - C. Homework – Parent/guardians are encouraged to:
      1. Assure that their children complete their assigned homework.

2. Provide a suitable environment for student's study activities.
- D. Involvement – Parent/guardians are encouraged to support their children's efforts in school through:
1. Participation in appropriate parent/guardian-related school activities.
  2. Volunteer assistance, if possible.
3. Student Responsibilities – Students have a primary responsibility for their own degree of success in achievement and adjustment in school. If students desire to participate in interscholastic activities, they have a responsibility to support that desire by adhering to the basic minimum requirements.
- A. Eligibility – Know what the School Board Policy on interscholastic activities requires of you and know where you stand at all times in terms of your own eligibility.
1. Probationary Eligibility Status – This status is not automatic upon a student attaining a 2.0 grade point average (GPA) but is only granted based on an evaluation of a student's total progress at the grade checks identified below. A probationary status:
    - a. Can be requested:
      - i. Only once per term.
      - ii. Only with written permission from parent/guardian(s).
    - b. Is achieved by:
      - i. Meeting the program of studies and credits requirements.
      - ii. Completing a five-week progress grade check of all classes which results in a grade point average (GPA) of no less than 2.0.
    - c. Must have a second check of all classes:
      - i. Approximately 5 weeks after the previous term.
      - ii. Which results in a GPA of no less than 2.0 to maintain eligibility status.
    - d. Terminates at the conclusion of the term.
  2. Eligibility Criteria – Students must respond to the following:
    - a. Currently Enrolled Students – In order to participate, students in grades 9-12 at the beginning of the school year must have earned a grade average of no less than 2.0 during the second term of the previous school year. Continuing eligibility will require earning no less than a 2.0 grade point average during the previous term.
    - b. Incoming Students – All new incoming students transferring from outside the Seattle School District and regardless of grade level, will be

eligible for participation in interscholastic activities for their first term of enrollment, whether a partial or full term. However, all other League and WIAA eligibility requirements must be met. Continuing eligibility will require a) enrollment in a program of study that ensures normal progress toward graduation, b) 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students earning 2.5 credits each term (enrolled in an equivalent to a minimum of 5 full credit classes) and, c) earning no less than a 2.0 grade average during the previous term.

NOTE: For continuing eligibility, new students must meet the same requirements as other students.

c. 2.0 GPA – The value scale for academic marks is calculated as follows:

- 1) A grade = 4 points
- 2) B grade = 3 points
- 3) C grade = 2 points
- 4) D grade = 1 point
- 5) E grade = 0 points

d. For the purposes of interscholastic participation and eligibility determination regarding GPA:

- 1) “N” grades are not computed.
- 2) “P” grades have the following conditions:
  - a) Not more than one “P” grade may be given to regular students.
  - b) Exceptions may be made only for students in special education and/or for bilingual students.
- 3) “Incomplete” entries:
  - a) Are disregarded.
  - b) Are subject to League and the Washington Interscholastic Athletic Association (WIAA) eligibility rules and regulations.
  - c) Are given only to the student who:
    - i. Was passing the class at the given time.
    - ii. Has a number of consecutive excused absences during the latter part of a grading period without a reasonable period of time to complete the assigned work.
    - iii. Was unable to take or complete a final exam, due to extenuating circumstances, prior to the final day of the grading period.
- d) Require completion of a report which includes:
  - i. A statement or listing of all work which must be completed.
  - ii. Specifications regarding:
    - a. The performance level (i.e., quality level) of the work to be submitted.
    - b. The date the work is due to the teacher-maximum time allowed is 25 school days into the following grading period.

iii. The grade the student will receive if the work submitted meets specifications as defined by the teacher.

iv. The amount of credit the student will receive.

NOTE: The student must receive a copy of this report.

e) Are automatically changed by the computer to an “E” grade at the next grading period and computed into the GPA if the work is not completed by the specified date.

3. Eligibility Requirements – Credits earned are an important consideration.

a. Students must be enrolled in a minimum of five (5) full-time classes (excluding assistant, library assistant, work experience, Junior Achievement, etc.) and earn full credit to be eligible.

b. Seniors with more than 18.5 credits must be enrolled in a course of studies leading to graduation and satisfy WIAA requirements.

NOTE: Athletic eligibility is subject to the League and the WIAA eligibility rules and regulations.

4. Interim Progress Reports – Students declared to be ineligible to participate in interscholastic activities may request a five (5) week progress report and may petition for probationary status at the five-week period of any quarter. Interim progress reports require:

a. Letter grades.

b. Evaluation of credits.

c. Evaluation of enrollment in required classes.

B. Attendance – Attend classes on a regular and punctual basis except when too ill to come to school.

C. Missed Assignments – Make up all assignments, which may be missed, due to necessary absence.

D. Class Material – Understand the subject content and specific course requirements.

E. Grades – Understand the criteria for credits and grades in each class.

1. Grading Period – See number 3 in the Eligibility for Participation section of this procedure.

2. Repeat Course Grading – See number 4 in the Eligibility for Participation section of this procedure.

3. Standardized Grading Policy – See number 8 in the Eligibility for Participation section of this procedure.



4. Appeals – See number 13 in the Eligibility for Participation section of this procedure.
  5. Drop or Withdrawal – Per the Counseling Services Manual, no mark is recorded if a student drops a course within the first 10 school days of a term (quarter, semester or trimester). A “W” is recorded when a student drops a course after the first 10 school days of a term and by the end of the 5th week. An “E” is recorded after the 5th week of the term for any dropped course, except for the exceptions as stated below. Courses will only be dropped after the 5th week of the term without penalty of an “E” grade under circumstances that are highly extenuating as set out in writing and specifically approved by signature of the principal or principal designee. In that situation, a “W” is recorded instead of an “E”. Students who drop or withdraw after this day do so at their own risk and are subject to League and WIAA eligibility guidelines and rules.
- F. Homework – Be aware of the school’s homework policy and complete, on time, all homework assignments which are given in your classes.

Schedule your time in such a way as to keep up with your classwork and still be able to participate in interscholastic activities.

- G. Assignments – Request assistance from the classroom teacher when you do not understand an assignment or the material presented.
- H. Communications – Ensure that you:
1. Take home for review by your parent/guardian(s) the progress reports, report cards, and other communications from school.
  2. Return promptly to school any forms requiring a parent/guardian’s signature.
  3. Discuss regularly with your parent/guardian(s) the progress, which you are making in school and your eligibility status in terms of interscholastic participation.
- I. Intervention Resources – Take advantage of the available intervention resources which include:
1. Intervention classes, which provide certificated staff persons possessing expertise in the basic skills areas, will be available to all members of the student body. Those who must attend the intervention classes in order to participate in practice/activities or until eligibility is restored are:
    - a. Ineligible interscholastic participants
    - b. Those students on probation
  2. Counseling services.

3. Tutoring.
  4. Make-up opportunities.
  5. Other assistance which the school may provide.
4. GPA Requirement Appeal – An appeal process has been established:
- A. At the official end of each grading period, when grades are verified, students who do not meet the minimum requirements must be notified by the principal of their ineligibility and may not participate in subsequent scheduled events, activities, or contests.
  - B. Students may appeal their notification of ineligibility on the basis of hardship or extenuating circumstances.
  - C. *Interscholastic Activities within a School Building:*
    1. Students may appeal to the building principal or program manager (or administrative designee in the absence of the principal or program manager).
    2. Decisions of the building principal or program manager shall be final.
  - D. *Interscholastic Activities between Schools:*
    1. The District shall appoint a committee, the Interschool Eligibility Committee, to hear and decide student appeals relating to interschool activities.
    2. The District shall appoint an Interschool Board of Appeals to hear and decide student appeals which were declared unfavorable by the Interschool Eligibility Committee.
    3. Students must submit appeals to the building principal or program manager for the purpose of screening the appeal to determine whether there is a basis for the appeal.
    4. Appeals which are deemed to have a basis as declared by the building principal or program manager shall be forwarded to the Interschool Eligibility Committee.
    5. Students aggrieved by decisions of the Interschool Eligibility Committee may submit a subsequent appeal to the Interschool Board of Appeals.
    6. Decisions of the Interschool Board of Appeals shall be final.
5. Discipline Violation Appeal Process - Upon the imposition of a penalty for discipline infraction(s) that occurred within the participation of an interscholastic activity, any aggrieved student and parents/guardians shall have

the right to appeal the decision using the process found in the Student's Rights & Responsibility Handbook.

### **Varsity Letters**

Varsity letters are awarded for excellence in interscholastic WIAA athletic activities. Team coaches have the authority to confer a letter to students who participate in an interscholastic WIAA athletic activity.

### **Participation in Summer Sports Activities/Clinics**

Rules governing out-of-school and/or out-of-season student sports participation are as follows:

- A. A practice is defined as a teaching phase of a sport to any present, past or future squad member while a student in grade 7-12 during the school year or during the summer. The school may not sponsor, promote or direct activities which resemble out-of-season practices or contests during the school year or summer. A school staff member who sponsors, promotes or directs such activities during the summer vacation shall clearly indicate that he/she is operating independent of the school district. As such, the school district shall be free of liability associated with the activity.
- B. Students shall be advised that participation in a commercial summer camp or clinic or other similar type of activity shall not begin until the conclusion of the final WIAA state tournament of the school year. Participants in a fall school sports program may not attend any summer camp/clinic in that sport after August 1 until the first fall sports turnout. The school should announce by school bulletin that summer sports camp/clinics are neither endorsed nor sponsored by the district.
- C. A coach (contracted or volunteer) may not sponsor, promote, coach or direct activities which resemble out-of-season practices or contests in the sport they coach to any of their squad members or future squad members (grades 7-12) until after the school year's final WIAA state tournament.
- D. The use of the school bulletin board, public address system or school newspaper for promotional purposes to announce sports clinics/camps shall fall within the same guidelines as applied to other commercial endeavors.
- E. School facilities to be used for summer activity and/or sports camps may be rented consistent with the rates, rules and regulations applicable for other commercial uses.

A user shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use of school facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents.

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