



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Cocurricular/Extracurricular**
SUBJECT: **Eligibility for Participation in Cocurricular**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing determination of scholarship and citizenship requirements for student participation in cocurricular and extracurricular activities in secondary schools. This procedure does *not* apply to activities that have as their primary goal the improvement of academic or educational achievement of students.
2. **Related Procedures:**

Interscholastic Athletic Program Eligibility Requirements	4172
Citizenship Grading and Evaluation and Academic Honesty	4710
Graduation from Senior High Schools	4770
Alcohol, Tobacco, and other Drugs	6298

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A-3500, F-1500, F-2000, F-2350, F-3500, F-3800, F-3810, F-3820, F-7000, F-7100, H-5000, H-5200, H-5400; Education Code Section 35160.5.
2. As required by Education Code section 35160.5, the Board of Education shall annually review district policies governing scholarship and citizenship requirements for student participation in cocurricular and extracurricular activities.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the PE, Health and Athletics Department, Instructional Support Services Division.
2. **Activities to which this Procedure Relates**
 - a. **Extracurricular activities** that are *not* part of the regular school curriculum, *not* graded, *not* taking place during classroom time, *and that have all of the following characteristics:*
 - (1) Program is supervised or financed by the school district.
 - (2) Participating students represent the school district.

- (3) Students exercise some degree of freedom in the selection, planning, or control of the program.
 - (4) Program includes both preparation for performance *and* performance before an audience or spectators.
 - b. **Cocurricular activities** that may be associated with the curriculum in a regular classroom.
 - c. **Activity as members of Associated Student Body**, central governing bodies such as student councils, or service as president of subsidiary student organizations or as class officers.
3. **This procedure applies to all full-time students enrolled in their schools of residence that have grades 9-12.**
4. **Scholastic Requirements.** Any secondary school student who participates in any of the activities listed in C.2. must meet the following scholastic requirements while enrolled full time at their school of residence:
 - a. Earned scholastic grade point average of 2.0 or better in all subjects during academic quarter immediately preceding. (Administrative Procedure 4770)
 - (1) Grade-point average shall be computed by dividing total grade points earned in all subjects by number of subjects taken.
 - (2) Points shall be computed on the following basis: "A" = 4, "B" = 3, "C" = 2, "D" = 1, "F" = 0, "Incomplete" = 0. When an "incomplete" grade is changed, the grade-point average shall be recomputed.
 - (3) Plus and minus marks shall be ignored when computing a grade-point average.
 - b. Currently enrolled in at least four subjects at their school of residence (or the equivalent in schools with 4x4 schedules) .
5. **District Citizenship Requirements**
 - a. Any secondary school student who participates in any of the activities described in C.2. must have an earned 2.0 (or better) citizenship grade point average during the academic grading period immediately preceding. (The five-

point citizenship grading scale shall be used with "U" = 0. (Administrative Procedure 4710)

- b. Eligibility lost through unsatisfactory citizenship may *not* be regained through attendance in summer school.
 - c. Administrative Procedure 6298 mandates loss of eligibility for a minimum thirty (30) school days for substance offenses. Summer vacations or holiday breaks do not count towards the minimum 30 school day loss of eligibility requirement.
6. **Regaining Eligibility through Summer School Attendance.** If summer school is offered by the district, a student who would be ineligible for the first grading period because he/she failed to meet district scholastic requirements on the previous grading period's report card, may attend summer school and regain eligibility under the following conditions:
- a. Courses in which scholastic grades of "D" or "F" were received for previous grading period only, may be repeated if offered in summer school. In such cases, summer school scholastic grades may replace grades earned in the previous grading period for purposes of meeting district grade-point average requirements.
 - b. When *new* courses pre-approved by the site principal are taken in summer school, all grades received in previous grading period, together with all summer school grades, shall be counted in computation of the scholastic grade-point average. If this average is 2.0 or better, the student shall be eligible for the first grading period of next school year.
7. Date for establishing eligibility will be the second Monday following the close of the district grading period. Early grade checks or computer grade checks for the purpose of establishing eligibility are not permitted (CIF 205).
8. **Responsibilities**
- a. **Principal or designee**
 - (1) At earliest possible time (i.e., during orientation period for new students and/or during initial school assemblies) informs students of regulations outlined in this procedure and that:

- (a) Cocurricular and extracurricular activities are planned to enrich the educational program for students enrolled at their school of residence.
 - (b) Participation in such activities is a privilege that may be extended only to those students who demonstrate acceptable standards in scholarship and citizenship at their school of residence.
 - (c) Any student who allows his/her scholarship and/or conduct to fall below designated standards will forfeit the privilege of participation.
- (2) For purposes of implementing district policies and procedures, designates vice principal or other site administrative staff member as liaison with teachers, counselors, advisors, and supervisors of extra-class activities.
- b. **Principal's designee**, using appropriate forms, determines eligibility of each student at end of each grading period and notifies students and staff members.
 - c. **Teacher, counselor, or administrator** notifies principal's designee if at any time it appears that a student's eligibility may be reestablished.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Report of Student Progress, Stock Item 22-R-2170
2. Constitution of the City Conference, CIF-San Diego Section

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

SUBJECT: **Eligibility for Participation in Cocurricular
and Extracurricular Activities**

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H. ISSUED BY



Chief of Staff