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GUIDELINES FOR IMPLEMENTING THE ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Preamble

The Board of Education and the Department of Education are committed to promoting academic excellence and achievement. As such, educators have a responsibility to make every effort to provide academic support and services to help students maintain their grades. Students, in turn, have a responsibility to make optimal use of all the academic support and services made available to them. Parents, too, have a responsibility to work very closely with their children and the school to help insure that all necessary support and services are being fully utilized and that the eligibility requirements are being met. Only with this partnership of parents, students, teachers, administrators, and other community members can the eligibility guidelines be implemented successfully. It is in this spirit of enhancing student academic achievement that the academic requirements for participation in co-curricular activities have been adopted and should be implemented.

Policy 4520

The Board of Education is committed to the promotion of high academic achievement. Students participating in co-curricular activities must have at least an overall 2.0 grade point average (GPA) and be passing in courses required for graduation. "Participating," as used in this policy, does not include participation in rehearsals, practices, or tryouts. Activities which are essential and integral in any particular course are not affected by the policy.

The Department of Education shall establish guidelines to implement this policy.

The Department shall provide the Board with an annual report on the status of policy implementation.

Definitions

1. "Participation" as used in these guidelines refers to official participation and does not include practices, rehearsals and tryouts.
2. "Core courses" refer to the eighteen (18) courses required for graduation: English (4 credits), Social Studies (4 credits), Math (3 credits), Science (3 credits), World Language/Fine Arts/Career Technical Education (2 credits in one of the specified courses), P.E. (1 credit), Health (1/2 credit), Personal/Transition Plan (1/2 credit).
3. "Grade check" means determining whether a student meets the co-curricular policy requirements.
4. "Co-curricular" is synonymous with extracurricular activities.
5. "Academic review status" (formerly called "probationary status") refers to the status of ineligible students who need to be given grade checks for eligibility every two weeks.

General Guidelines

1. The statewide academic requirements for participation in co-curricular activities, hereafter referred to as academic requirements, shall be implemented in all public high schools (grades 9-12).
2. The grade point average shall be computed on the grading scales as follows:

| <u>Regular Courses</u> | <u>Advanced Placement Courses</u> |
|------------------------|-----------------------------------|
| A = 4.0 | A = 5.0 |
| B = 3.0 | B = 4.0 |
| C = 2.0 | C = 3.0 |
| F/I = 0 | F/I = 0 |

3. All incoming ninth graders, new out-of-state transfer students, and new transfer students from Hawaii private schools are eligible to participate in co-curricular activities during their first quarter in the public school. This does **not** apply to public school students who are repeating ninth graders.
4. Special education students shall be required to perform satisfactorily in the individualized education program (IEP). However, special education students seeking diplomas shall be subject to the same academic requirements for participating in co-curricular activities as non-special education students.
5. The principal and the entire school staff shall work together in implementing the academic requirements. Coaches, athletic directors, student activities coordinators and advisors shall assume major roles in conducting academic checks with the full cooperation of teachers, counselors and registrars.
6. Every school shall establish an internal system for academic checks so that student grade point averages can be ascertained at least on a quarterly basis.
7. The Complex Area Superintendent shall inform principals in writing about the academic requirements. Principals, in turn, shall inform their respective staffs in writing.
8. The principal and the entire school staff shall work together to help students move from academic review status to active participation status. This support may include counseling, remedial instruction, tutorial help, etc.
9. Principals shall make available to students and their parents information about the academic requirements.
110. Appeals relating to the academic requirements shall be channeled through the standard administrative process, that is, at the school level, to the principal; at the district level, to the Complex Area Superintendent; at the state level, to the Superintendent and finally to the Board of Education, if necessary.

111. A student with an incomplete (I) is ineligible unless the incomplete is made up within ten (10) school days after the end of the quarter. After the tenth day, an incomplete mark is automatically computed as an F.

Participation Guidelines

1. In the grading period immediately preceding the activity (see item #2 below), a student must have passed all "core" courses required for graduation. For example, the first three math and science courses are core courses.
2. The grades used to determine the GPA for eligibility to participate in co-curricular activities shall be year grades or semester grades (depending on whether courses are year or semester courses), or quarter grades only when no year or semester grades are available.
 - a. To determine GPA eligibility for Quarter 1, use grades (year or semester depending on whether courses are year courses or semester courses) from courses taken the previous year and/or summer. (If second semester/year grades are not available, use the fourth quarter grades.)
 - b. To determine GPA eligibility for Quarter 2, use first quarter grades
 - c. To determine GPA eligibility for Quarter 3, use first semester grades or second quarter grades if semester grades are not available.
 - d. To determine GPA eligibility for Quarter 4, use third quarter grades.
3. The relevant GPA is computed or based on all courses in which a student is enrolled, not just those required for graduation.
4. Eligibility shall be determined on a quarterly basis two weeks after the end of a quarter.
5. Satisfactory/Unsatisfactory ratings are reserved for Individually Prescribed Program (IPP) students in modified courses. For all other students, schools will use their own judgment in converting ratings such as pass/fail, satisfactory or unsatisfactory to the five-letter grade scale (A, B, C, D, F).
6. A student must receive quarter grades for each quarter in all courses in which he/she is enrolled. This does not preclude semester grades for semester courses and year grades for year courses.
7. For purposes of eligibility, successful completion of a Department of Education authorized course including a summer school course, DOE E-school course, or correspondence school course may be used to replace an "F" in a year or second semester course and improve a student's grade point average (GPA) for the year or second semester. A student may voluntarily attend summer school to replace an "F" in a course. To regain eligibility, the student may take a related course agreed to by parent/student and school. For eligibility purposes, the grade will be used to substitute for the "F" that the student had earned in the year or second semester course.

Academic Review Status Guidelines

1. A student deemed ineligible shall be granted **academic review status**.

2. While on academic review status, a student should attend all practices, rehearsals or tryouts but not participate in any formal activities/events. A student on academic review status may not play in preseason or season contests or be involved in proceedings such as club, class office, school government or special events meetings or activities. A student on academic review status cannot represent his/her organization in off-campus activities or meetings. Academic review status only allows for non-official involvement.
3. A student's academic review status period begins on the date of declaration. (Use the attached **Academic Review Status Declaration Form**.) The first grade check will be conducted on the Monday following the second **full** week of the new school year. For example, if the school year begins on Thursday, July 27, the first grade check is conducted on Monday, August 14. If Monday, August 14 is a holiday, the grade check is conducted on Tuesday, August 15.
4. Academic review status grade checks will commence on the first Monday following the second full week of each new quarter and be conducted a minimum of every two weeks thereafter.

At each designated grade check point, students on academic review status who meet the participation requirements of the policy, become eligible to participate until the next grade check point. The process continues throughout the academic review status period, that is, throughout the period of the activity until eligibility is determined by the next quarter's grades.

At each check point, the evaluation process to determine whether or not a student meets the policy requirements (2.0 GPA and no failures in a course required for graduation) **may** include for each course: Homework, reports (oral and/or written), class participation, tests, quizzes, or other assignments. A mid-term or similar test may be included as part of the evaluation process.

5. At any point in time subsequent to academic review status, a student council or class council officer who fails to attain the academic requirements will be replaced.
6. While a student is on academic review status, the student, parents and school officials should work together to provide support services. As part of the requirement of being on academic review status, students provided with remedial instruction, tutorial help and/or special services shall participate in all assigned support services. A student loses his/her academic review status and becomes immediately ineligible if he/she does not fulfill this obligation.

Academic Support Guidelines

1. Students declared ineligible and/or doing poorly academically shall be counseled by appropriate personnel. Students should be offered remedial instruction, tutorial help and/or special services.
2. Students offered remedial instruction, tutorial help and/or special services shall be expected to make optimal use of such services and opportunities.

Academic Review Status Declaration Form (OCISS Form 2.0A 8/05)

All schools are asked to use the standard **Academic Review Status Declaration Form** (attachment). Also attached are samples of forms that schools may want to adopt/adapt to monitor student progress.