



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Participation in Extracurricular and Cocurricular Activities

**NUMBER:** BUL-767.1

**ISSUER:** Ronni Ephraim, Chief Instructional Officer  
Instructional Services, Elementary

Robert Collins, Chief Instructional Officer  
Instructional Services, Secondary

**ROUTING**

All Schools  
Local District Superintendent  
Local District Directors  
of Instruction  
Local District Directors  
of Support Services  
Principals  
APSCS  
Athletic Directors

**DATE:** July 20, 2007

**POLICY:** Ensure that the "C" average policy is applied in a consistent and equitable manner in all schools.

**MAJOR CHANGES:** This Bulletin is a revision of BUL-767 of the same title, dated January 21, 2004. The content has been updated to reflect changes in District policy and organization contacts.

**GUIDELINES:** The following guidelines apply.

I. "C" AVERAGE POLICY

This bulletin provides specific directions to ensure that the "C" average policy is applied in a consistent and equitable manner in all schools. District policy requires students in grades 4-12 to maintain a "C" average in all subjects as a condition of participation in extra/cocurricular activities. Elementary students who do not maintain proficiency toward meeting grade-level standards with a rubric score of 3 or higher on trimester reports and secondary students who do not maintain a "C" average on the ten-week, semester, or equivalent report card will be ineligible to participate in extra/cocurricular activities as defined in Section II. The ineligibility will be in effect until the following report card or trimester report period. At that time, a student may regain his/her eligibility by meeting the "C" average requirement.

II. DEFINITIONS

A. Eligibility Criteria

1. Eligibility criteria are defined as satisfactory minimum progress toward meeting the high school graduation requirements, meeting middle school matriculation requirements, and meeting grade-level proficiency standards for elementary schools.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

2. Eligibility requirements will apply equally to all students in grades 4-12, including those who change schools within the District and those transferring from outside the District.

### B. Extracurricular and Cocurricular Activities

1. Extracurricular activity is defined as a program that includes all of the following characteristics:
  - a. The program is supervised or financed by the District.
  - b. Students participating represent the school or District.
  - c. Students exercise some degree of freedom in either the selection, planning, or control of the program.
  - d. The program includes both preparation for a performance and performance before an audience or spectators.
  - e. The activity is not part of the regular school curriculum (i.e. Middle School Lunch Intramural Program), is not graded, does not offer credit, and does not take place during classroom time.
2. A cocurricular activity is defined as a program that is associated with the curriculum in a regular classroom.
3. Cocurricular activities are connected with the curriculum as stated in the District Course Descriptions (Inside LAUSD), or in the California State Frameworks (EC-641). When this is the case, ineligible students may continue the activity, performance, or competition as part of the class.
4. Students will not have a course mark lowered because of ineligibility to participate in the extra/cocurricular portion of the activity when the experience is not part of the District Course Descriptions or the California State Frameworks.
5. A program that has as its primary goal the improvement of academic or educational achievement of students is not an extracurricular or cocurricular activity.
6. In general, the Youth Services Program of playground activities will not be affected by this policy except where it may involve organized teams representing a school in interschool competition or performance before an audience or spectators.
7. Ineligible students shall not be permitted to participate in out-of-class practice that infringes on the class time of other courses in relation to extra/cocurricular activities, nor may they participate in after school practices.

### III. GENERAL GUIDELINES FOR IMPLEMENTATION

#### A. Secondary



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

1. Student eligibility for performance in extra/cocurricular activities is determined on ten-week (or equivalent) and semester marks. In year-round schools, student eligibility may be on a more variable schedule because of the difference in marking periods.
2. Mark reporting dates for secondary schools and the corresponding dates for establishing eligibility are published annually by Instructional Support Services in a reference guide titled "Dates for Required Reports of Marks in Secondary Schools."
3. Progress reports and a special report to parents of unsatisfactory work are indicators of achievement that may affect eligibility determined at the ten-week or twenty-week (or equivalent) marking periods.

### B. Elementary

1. Student eligibility for performance in extra/cocurricular activities is determined on trimester progress reports.
2. Progress reporting dates for elementary schools are published annually by Instructional Support Services in a reference guide titled "Dates for Required Progress Reports in Elementary Schools."
3. Progress reports and a special report to parents of unsatisfactory work are indicators of achievement that may affect eligibility determined at each marking period.

## IV. MARKING PRACTICES – SECONDARY

- A. Criteria for marking students' subject achievement, work habits, and cooperation are found in the back of the secondary teachers' Roll Book (traditional) and as an insert for secondary computerized roll books.
- B. The classroom teacher shall determine the mark given to each student in the class; and in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, these marks shall be final.
- C. It is unethical, and a violation of District policy, for a coach, teacher, or sponsor of an extracurricular/cocurricular activity to ask a teacher to change a mark for the purpose of eligibility. Any teacher-initiated mark changes after the ten-week (or equivalent) or semester marking period must be approved in writing by the principal or his/her designee.
- D. Students and parents are to have adequate warning before a teacher issues a failing mark. (BUL-1353.1 dated December 23, 2005, "Marking Practices and Procedures in Secondary Schools," Instructional Services.)



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- E. Attendance, work habits, and cooperation may not be used as a part of any rigid formula for assigning subject marks, e.g., a set number of tardies or absences may not result in the automatic lowering of a subject mark or loss of class credit. However, daily classroom activities are customarily the most vital and significant aspect of the instructional program; therefore, significant absences as well as habitual and prolonged tardiness may result in an absence of learning and a corresponding reduction in the mark assigned.
- F. Achievement and effort scores must be assigned to all students who have been enrolled at a school for 15 or more school days during regular reporting periods.
- G. "Incomplete" (Inc.) is used as the semester mark when a student has been absent during the latter part of a marking period and if the student was passing when present. The nature of the work to remove the "Inc." must be fully stated in the "Letter to Parents Regarding Incomplete Work" (Form No. 966-12-1592, LAUSD Stores Warehouse Supplies & Equipment Catalog), and the "Inc." must be made up by a specific date prior to the next regular mark recording period. The "Inc." would be disregarded in computation of the GPA and would not affect a student's eligibility until the next mark recording period when the "Inc." will be changed to a regular mark of "A," "B," "C," "D," or Fail.
- H. Calculation Guidelines
  - 1. Students are expected to be enrolled in a full academic schedule of classes.
  - 2. In computing a student's "grade point average" (GPA), all subjects undertaken by the student for which a final mark is recorded are to be considered with the following exemptions:
    - a. Homeroom
    - b. Physical education class(es) beyond the general physical education course as required in the BUL-2528.0, K-12 Physical Education Programs, dated July 18, 2006, Instructional Services.
    - c. Service class(es) taken beyond the one allowable per semester in a Class Schedule and above the maximum of ten credits allowable for graduation. Graduation Requirements Grades 9-12. The total number of classes taken is divided into the total number of "grade points" earned to determine the GPA.
  - 3. Secondary students may use summer school or intersession courses to become eligible for extra/cocurricular activities. Marks received in summer school or intersession shall not be the basis for any loss of eligibility. If the exact class is repeated in summer school or



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

- intersession, the higher mark may be substituted for the lower mark in computing the GPA.
- a. In the subject areas of mathematics, science and foreign language only, marks in higher-level classes taken in summer school or intersession may be substituted for marks in lower-level classes in the same academic area. For example, a "C" in Geometry A can be substituted for a "Fail" in Algebra 1B.
  - b. For purposes of substitution, different languages are considered to be different academic areas and likewise, life and physical sciences are considered to be different academic areas. A mark in French cannot be replaced by a mark in Spanish; a mark in Biology can be replaced by a mark in Advanced Biology but not by marks in Chemistry or Physics.
  - c. If a student takes a class in intersession or summer session that does not meet the requirements for substitution as listed above, the class may be added to the number of courses taken during the previous marking period, with the total divided into the number of "grade points" earned (including the summer session or intersession points), to determine the GPA.
4. Students may use adult school, university, and community college courses for which they have received prior approval to raise grade point averages and become eligible for extra/cocurricular activities at the next regular marking period.
  5. A student may change a class without penalty through the end of the third week of the semester (or equivalent). After the third week, principal (or designee) approval is necessary for a change of class and/or drop of class. If a change of class occurs, the mark earned in the class from which the student transfers must be used in calculating the mark for the new class. If a student drops a class, a "Fail" mark will be received and that mark will be calculated in the ten-week (or equivalent) and/or twenty-week grade point average(s).
  6. Reasonable efforts should be made to reschedule students who withdraw from a class into another appropriate course so that credit may be earned and the student's record not adversely affected.
  7. If a student receives a "Fail" in a twenty-week (semester) course prior to the ten-week or equivalent marking period, the "Fail" is to be counted on both the ten-week (or equivalent) and final semester report cards.
  8. A student enrolling from a school inside or outside the District is eligible only after the student's grade point average can be established. Students from non-accredited schools and from schools on a pass/fail marking system that cannot produce a qualifying GPA will be required to wait until their first District eligibility marking period.
  9. A "C" average is defined as a "grade point average" of 2.0 or better



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

on a 4.0 scale where an "A" mark earns 4 points, a "B" is awarded 3 points, a "C" is worth 2 points, and a "D" is given a value of 1 point and a mark of "Fail" is worth 0 points. There is no weighting of marks for the "C" average eligibility GPA.

10. At the secondary level, extracurricular activities may include but are not limited to athletic teams, drill and flag teams, pep squads, spirit leaders, student government, musical performance groups, dramatics, school publications, service clubs, academic teams, school leadership councils, etc.

### V. MARKING PRACTICES – ELEMENTARY SCHOOLS

- A. Criteria for the evaluation of student progress toward the achievement of subject area standards are delineated in the Instructional Services BUL-2332, Elementary School Progress Report Marking Practices and Procedures dated February 22, 2006.
- B. In determining eligibility for extra/cocurricular activities in elementary schools, students must be making satisfactory progress toward meeting grade-level standards with an achievement score of 3 or 4. These evaluations are reported on a trimester basis, and at each of these reporting periods, a student's eligibility for extra/cocurricular participation will be determined.
- C. Attendance, work habits, and cooperation may influence student progress, but these are not to be used as part of any rigid formula for assessing progress.
- D. At the elementary level, extra/cocurricular activities are generally after school practices or performances that are not school day activities or part of the instructional program.

### VI. IMPLICATIONS FOR SPECIAL EDUCATION STUDENTS AND ENGLISH LEARNERS

- A. Special Education students and/or English Learners must meet the same general requirements as all other students.
- B. Reference should be made to existing District policies for making practices for students in special classes.

### VII. APPEALS

- A. Appeals related to eligibility for extra/cocurricular activities at the local school level will be made to the principal whose decision will be in



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

accordance with the policy guidelines in this bulletin.

- B. An appeal of the principal's decision in relation to extra/cocurricular eligibility would be made to the appropriate Local District Superintendent.

**RELATED RESOURCES:** California State Frameworks (ED-641)

**ASSISTANCE:** For assistance or further information please contact the Director of High School Programs at (213) 241-6895, the Director of Middle School Programs at (213) 241-6040, or the Director of Interscholastic Athletics at (213) 745-1980.