

INSTRUCTION – MIDDLE SCHOOL EXTRA CURRICULAR PROGRAM
ADMINISTRATIVE PROCEDURES

The following procedure will be used for high school placement:

1. The Head Varsity coach/advisor will recommend to the Activities Coordinator, students he/she considers suitable candidates for higher level placement.
 - a. No consultation with either the student or his/her parent(s)/guardian(s) regarding this recommendation may occur prior to steps 1-3.
 - b. The Head Varsity coach/advisor will be expected to provide adequate rationale for his/her recommendation.
2. The Activities Coordinator shall consult with the Head Varsity coach/advisor and the Middle School Principal. If the Principal believes more advice is desirable he/she may consult with other principals, teachers of the student, counselor, school psychologist and/or school nurse.
3. If the Activities Coordinator, Head Varsity coach/advisor and the Middle School Principal unanimously agree on the higher placement, the Activities Coordinator will send a cover letter, parent application and a student application to the parents.
4. Parents who wish to have their son/daughter participate, will complete and return both forms.
5. Only if all five (student, parent(s)/guardian(s), Activities Coordinator, Head Varsity coach/advisor and Middle School Principal) agree, will the student be allowed to participate at a higher level.

The following procedure will be used for placement of a sixth or seventh grade student at a higher grade level within the Middle School:

1. The Head Middle School coach/advisor will recommend to the Middle School Activities Coordinator, students he/she considers suitable candidates for higher level placement.
 - a. No consultation with either the student or his/her parent(s)/guardian(s) regarding this recommendation may occur prior to steps 1-3.
 - b. The Head Middle School coach/advisor will be expected to provide adequate rationale for his/her recommendation.
2. The Middle School Activities Coordinator shall consult with the Head Middle School coach/advisor and the Middle School Principal. If the Principal believes more advice is

desirable, he/she may consult with other principals, teachers of the student, counselor, school psychologist and/or school nurse.

3. If the Middle School Activities Coordinator, Head Middle School coach/advisor and Middle School Principal unanimously agree on the higher placement, the Middle School Activities Coordinator will send a cover letter, parent application and a student application to the parents.
4. Parents who wish to have their son/daughter participate, will complete and return both forms.
5. Only if all five (student, parent(s)/guardian(s), Activities Coordinator, Head Varsity coach/advisor and Middle School Principal) agree, will the student be allowed to participate at a higher level.