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| <b>Book</b>          | CHPA Administrative Policy Manual  |
| <b>Section</b>       | Chapter 3 Academic Affairs   |
| <b>Title</b>         | AP 3410 Academic/Extracurricular/Co-curricular Lettering   |
| <b>Number</b>        | AP 3410  |
| <b>Status</b>        | Active   |
| <b>Legal</b>         | Chávez-Huerta K-12 Board of Directors<br>Colorado High School Athletic Association<br>C.R.S.; 1 CCR 301-86-2.00 and 2.01 |
| <b>Adopted</b>       | December 10, 2019  |
| <b>Last Reviewed</b> | November 19, 2019  |
| <b>Last Revised</b>  | November 20, 2019  |

### **Academic Lettering Procedure**

Academic letters will be awarded at the end of each semester. Students enrolled at DPHH and ECMS are eligible for Academic Lettering if they meet the following criteria:

- Must have a fulltime course load for current semester. A full-time course load is defined as 360 hours of student/teacher interaction of high school courses per semester, or 6 semester hours at an institution of higher education. A full time course load can also be identified as students who have 90 hours of pupil/teacher contact at the high school, and at least 3 semester hours at the college or university.
- Student received a 4.0 GPA on an unweighted scale

Students who receive their initial award will receive an academic letter, as well as a “Lamp of Knowledge” pin signifying the academic honor. After lettering the first time, students will be awarded a bar to recognize their academic excellence.

Students at the high school may choose to purchase a letter jacket to display their letter and awards. Middle school students may also purchase authorized apparel to display their letter and awards.

## **Extra-curricular Lettering Procedures**

Students who participate in a DPHH varsity sport and varsity competition OR ECMS sport and “A team” competition are eligible for receiving a DPHH/ECMS Athletic Letter. Students must meet the “Required Athletic Lettering Criteria” and the “Playing Time Criteria” for their sport.

### **Required Athletic Lettering Criteria**

- Student shall have no unexcused absences from practices or games.
- Student must not be ineligible for more than one week.
- Student must have no team or game suspensions.
- Student finishes the season having displayed positive sportsmanship on and off the field per the Head Coach and Athletic Director.
- Student has no violations based on CHPA handbook and DPHH Athletic Handbook.
- Students must not have any discipline issues that result In or Out of School Suspension.

### **Playing Time Criteria for each Sport**

- **Football** – Participate in MORE THAN 50% of completed season Varsity/ “A Team” quarters.
- **Softball & Baseball** – Participate in MORE THAN 50% of completed season Varsity/ “A Team” innings.
- **Volleyball** – Participate in MORE THAN 50% of completed Varsity/ “A Team” games.
- **Boys & Girls Soccer** – Participate MORE THAN 50% of complete Varsity/ “A Team” halves.
- **Boys & Girls Basketball** – Participate in MORE THAN 50% of completed Varsity/ “A Team” quarters.
- **Wrestling** – Participate in MORE THAN 50% of team’s Varsity/ “A Team” matches.
- **Cheer** - Cheerleading: Varsity/ “A Team” members must cheer in a minimum of 75% of the coach assigned games during the combined fall, winter, and spring seasons in a single academic year; and participate in 100% of assigned performances, team camps, and competitions.
- **Track & Field** – Criteria will be established when the activity is implemented.
- **Cross Country** – Criteria will be established when the activity is implemented.
- **ESports** – Criteria will be established when the activity is implemented.

## **Other Athletic Lettering Procedures**

1. Lettering criteria is based on the current season and should not include information from a previous season.
2. Managers will letter based on recommendation of the Head Coach and must have held the Team Manager position for two full consecutive seasons in the same sport or managed two sports in the same academic year. All other criteria apply to Team Manager with the exception of the “Playing Time Criteria”.
3. In cases of extenuating circumstances, exceptions to the standards listed are permitted with the approval of the coach, the athletic director, and principal. Seniors who have completed participation in an athletic program for a minimum of three years at DHPH may apply for a letter. The proposal and explanation for the request must be submitted to the head coach. The head coach may recommend approval and forward the letter to the athletic director. The athletic director and principal will review the request and make the final decision to approve or deny the request.
4. Students who receive their initial award will receive an extra-curricular letter, as well as a pin signifying the extra-curricular activity they participated in. After lettering the first time, students will be awarded a bar to recognize excellence in a specific activity.

## **Co-curricular Lettering Procedure**

1. Students must be enrolled in the performing group for the entire year.
2. Students must perform in at least 80% of the performances throughout the year.
3. Students must not have any unexcused absences from practices or performances.
4. Students must maintain a letter grade of “A” for the semester.
5. Students must not have any discipline issues that result In or Out of School Suspension.
6. At all performances, students will display respect, positive attitudes, adhere to performance attire and showing CHPA core values.
7. Students who receive their initial award will receive an extra-curricular letter corresponding to music, theatre...etc., as well as a pin signifying the co-curricular activity they participated in. After lettering the first time, students will be awarded a bar to recognize excellence in a specific activity.

In cases of extenuating circumstances, exceptions to the standards listed are permitted with the approval of the teacher and principal. A proposal and explanation for the request must be submitted by the teacher.