

MANDATE: ALL STUDENT ATHLETES must be enrolled in the TUTORING PROGRAM and attend if their G.P.A is 2.30 or below at JFK or EHS. Monitoring of student attendance and academic progress must be initiated and managed by the Athletic Counselor.

TASK	DOCUMENT	WHO'S RESPONSIBLE	FROM - TO PROCESS	WHEN	NOTES & CLARIFICATIONS
Provide application to be completed by ALL student athletes to attend tutoring when required in the AM or PM	Application	Athletic Counselor (AC) Athletic Supervisor (AS) Student	<u>From:</u> AC → Student <u>Return</u> → AC to share with AS	At start of SY – no later than prior to start of season	EHS tutoring program offered in p.m. only KHS tutoring program offered a.m. and p.m.
Provide a contract outlining the tutoring mandate & the need to maintain a 2.30 GPA; student & parent complete and return signed contract for school file	Written Contract	AC Student & Parent	<u>From:</u> AC → Student & Parent <u>Return</u> → AC	Prior to start of sport(s) season	Contract is available in <i>Student Athlete Handbook</i> And Athletic Website
Monitor student attendance in Athletic Tutoring Program	Sign-in Sheets	AC All Sport(s) Coaches	<u>From:</u> AC → Tutoring Program → AC <u>Return</u> → Coaches	Weekly	Sign-in sheets are available for each individual sport
Monitor students' grades & academic progress to ensure that students are making progress and/or improvements and remain on track in maintaining required GPA. Schedule dedicated time to discuss next steps with Coaches	Progress Report Sheets	Teachers AC Coaches	Blank Report <u>From:</u> AC → Students → Teachers <u>Return</u> → Student <u>Return</u> → AC (share) with Guidance Supervisor & AS	Weekly	The progress report must document verifiable evidence of academic progress and/or improvement or athlete will not participate in practice or game until evidence of improvement (tutoring)
Notify all stakeholders if students violate contract by <u>not attending tutoring</u> and/or <u>not demonstrating adequate academic progress</u>	Phone call from AC & Coach → Parent "Call Log"	AC Coaches Supervisor of Athletics	<u>From:</u> AC → Coach & Supervisor of Athletics → Parents	Within 3 days as applicable	Student must submit progress report sheets weekly showing improvement or penalties will occur (no practice /or game)
Provide notice of non-compliance if student fails to meet contractual agreement regarding attendance & academic progress criteria	1 st Warning: Verbal 2 nd Warning: Written Notice	AC & Coaches	<u>From:</u> AC & Coaches → Student & Parent Copy → Coach	Within 3 days as applicable	Written notice regarding non-participation will follow after (1) verbal warning from AC and Coach

Consequences: Student Athlete will be prohibited to attend practices/game until they attend tutoring.

Anna's Notes to Inform the Plan:

- All student athletes must be enrolled and attend the tutoring program at JFK or EHS
- Once the application process is complete students are able to attend tutoring either in the AM and / or PM at Kennedy. Eastside only offers class in PM. before practice.
- A written contract is completed and signed by the parent and the student athlete to maintain their GPA and attend tutoring. This is in the student athlete handbook.
- Students are monitored by the athletic counselor at each program site and coach of the sport. Sign in sheets are available for each individual sport for their sport from the tutoring program. We created them.
- Students are given weekly progress report sheets to be completed by their teachers and submitted to the athletic counselor. The progress report sheet must show improvement in the athletes grades weekly. The athletic counselor will inform the coach and the Supervisor of Athletics regarding the students NOT handing in the progress report sheets, NOT going to tutoring and not showing progress in their classes. The athlete will then NOT be permitted to attend practice or a game unless they meet the requirements of tutoring and progressing in class
- Progress report sheets are given to students each week to monitor student progress, sheets are handed in to the athletic counselor for review and s discussed with coaches for action. The sheets are filed and compared each week by counselor. Off site students athletes will be required to follow the same process only through the academy counselor. The academy counselor will then notify the athletic counselor at each program site of their progress. The athletic counselor keeps the sign in sheets as evidence of students attending tutoring at each program site.
- Off site students may not have the tutoring on their campus but may attend the program at EHS or KHS if possible before practice.
- Athletic counselors will keep in communication with the off -site counselor regarding the athletes status. Together both counselors will monitor the student athletes progress and coaches will be notified and act accordingly
- The same process will occur with the participating elementary schools for the Taub Doby League. This is so we can monitor the students early (September) and enforce passing their courses to be able to participate in the recreation league. Guidance counselor can then have students go to their teachers for help before or after school. Progress report sheets can begin in September and continue throughout the season.

NOTE: In addition to chart above, we also have to include somewhere that the Athletic Counselor will REPORT TO the **Supervisor of Guidance**; we may also want to include specific responsibilities for the AC as it pertains to his/her responsibilities owed to the Supervisor of Guidance – ***PETE, HELP with this please.***