

Waterford-Halfmoon Union Free School District Academic Eligibility Policy (Revised July 2003):

The intent of the academic eligibility policy is to encourage all students to pass each class for each quarter.

1. All teachers will indicate a grade for each five-week period using the current reporting system. (Grade ranges for interim reports and grades for report cards.)
2. Guidance will generate a list of all students failing 2 or more courses from the computer. This will be called the Academic Ineligibility List.
3. Guidance will distribute the Academic Ineligibility List to all faculty members.
4. Guidance will send home a letter to parents, of those students who were identified above, indicating that their child is on the Academic Ineligibility List. The letter will also indicate that any parents wishing to have a parent/student/teacher meeting should call the guidance office to arrange for an appointment.
5. Students are responsible for reviewing their report cards/interim reports to see if they are in good standing.
6. Students who are failing or have an incomplete in two or more subjects are considered on probation. This means the following:
 - a. The first full week after report cards/interims are distributed, students are allowed to practice and are allowed to participate in sporting competitions, or extracurricular events such as plays, dances (except the Prom), or other special events or field trips.
 - b. The second week, on Monday, students are to take around the Academic Eligibility Sheet to all their teachers. The sheets are available in the guidance office. Teachers will indicate if the student is presently passing the course for that quarter. If a student can demonstrate that they have passing grades in all but one class, he/she can participate fully in all activities for that week. Anyone still failing two or more subjects would continue to be able to practice, but not allowed to play or participate in any extracurricular activity or sporting competition for the week. Students must return completed Academic Eligibility Sheets to the High School Principal no later than Tuesday at 2:20 pm. Students missing this deadline will remain on probation until the following week.
 1. Students who are now eligible to participate will be given a form from guidance to be given to their coach/advisor indicating that they can play or participate for the week.
 2. Coaches/advisors must check for the eligibility form weekly and keep the forms on file for the remainder of the season for verification purposes.
 - c. Repeat the steps outlined in section b for weeks three, four and five. On each Monday, all students who are on the academic eligibility list still have to bring around the Eligibility sheet to see if they are maintaining their grades. If a student is not passing all but one course by the end of the third week of taking the eligibility sheets around, the student will not be allowed to participate in practices or games until they are passing all but one course again. They are still required to complete the academic eligibility sheets each week if they are still a member of a team or member of an extra-curricular activity. Ability to play will be determined according to the procedure outlined in paragraph b.
7. Students will remain on probation for the five weeks. At the next report card/interim period, if a student has passing grades in all but one subject area, the student will be removed from the Probation/Ineligibility list. If a student has been on the ineligibility list as a result of interim grades, and is still not passing all but one course when the marking period ends, they will continue to take the eligibility sheets around each week and will follow the action outlined in #6c. They will not start over in the process as outlined in #6a.
8. Parents will be contacted by their child's counselor when their child has been on probation for two consecutive five-week periods to suggest a parent/student/teacher/coach or advisor meeting to be held.
9. Students should speak to their teachers to arrange mutually agreed upon times and dates to receive after school help.
10. A student failing two or more courses in the 4th quarter and/or for the year, will be considered on probation effective September of the following school year. If the student raises their grades to passing by attending summer school and has no more than one 4th quarter failure and/or year failure remaining, the student will be cleared and not placed on probation. Probation means that students can play and participate in all athletic and extracurricular activities and events, but still must take around and eligibility sheet and have their teacher's sign it beginning the second week of school. At that time, if a student is failing two or more courses he/she will be placed on the Academic Ineligible List. Please refer to section 6 b.
11. Appeal Procedure: In the event a student/parent/guardian feels extenuating circumstances are involved, an appeal, in writing, may be made to the Principal within five days of the date of the notification letter. A committee composed of the principal, the student's counselor and the student's activity advisor will hear the case and render a decision based on the data provided.

Adopted by BOE 7/9/2013
Reviewed by BOE 7/2016