

LIBERTY MIDDLE/HIGH SCHOOL ACADEMIC ELIGIBILITY INSTRUCTION



SCHOOL YEAR 2016 – 2017

ACADEMIC ELIGIBILITY

Extracurricular activities contribute to the positive overall development of students. It is the mission of this academic policy to use extracurricular activities as a means of promoting, supporting, and maintaining acceptable academic standards.

Participation

This policy affects all students who are participating in the following extracurricular activities:

1. A Capella
2. Allusions
3. Art Club
4. Athletics
5. Community Service
6. Debate Club
7. DJ Club
8. Interact
9. Liberty Performing Arts
10. Math League
11. National Honor Society
12. National Art Honor Society
13. Photo Club
14. Science Olympiad
15. Ski Club
16. Student Council
17. Student Liaison
18. Yearbook

Fundraisers

If any of the extracurricular activities listed above conduct a fundraiser, its members must be academically eligible to participate in hosting the event. All other students, regardless of their academic status, may attend and participate in the fundraiser.

Academic Review

All students, who are participating in any of the activities listed above, MUST turn in a grade tracker every week regardless of their academic success. If a student is failing one or more subjects at the 5-week progress report or report card, he or she will appear on the academic review list. We update the academic review list weekly. Advisors of clubs and activities MUST submit attendance sheets for each meeting that they hold. The teachers, coaches, and advisors receive a copy to assist in identifying students who need to improve their academic performance. The progress reported on this weekly tracker will determine what level of probation the student will be on for the following week.

While under academic review, the student's weekly submittal of their present grades (Year-to-date) will determine a probationary level that will decide their eligibility status. The levels of probation, along with the resulting circumstances, appear in the next section.

LEVELS OF PROBATION

Level 0:

- **For students failing no subjects at the 5-week progress report or report card but have a grade(s) between 65 and 69**

Students may fully participate. Students' names appear on the academic review list. Students must seek extra help during and/or after school. Coach/Advisor is encouraged to communicate with the teacher of the subject(s) to help support improvement of the students' academic performance. Students are NOT required to fill out a weekly grade tracker.

Level 1:

- **For students failing 1 subject at the 5-week progress report or report card**

Students may fully participate. Students will be required to complete the weekly grade tracker until the next report card. Students should make every effort to seek extra help during and/or after school.

OR

These students were previously **Level 2** or **Level 3** and are now failing less than two subjects. Students may fully participate. Students will be required to complete the weekly grade tracker until the next report card. Students should make every effort to seek extra help during and/or after school.

Level 1P:

- **For students failing 2 subjects for the first time after being Level 0 or Level 1 at the 5-week progress report or report card.**

These students may fully participate for one week. If students show two failures at the end of the week, they will move to **Level 2**. This is a one-time per quarter allowance.

Level 2:

- **For students failing 2 or more subjects at the 5-week progress report or report card**

Student may practice, but may not participate in extracurricular activities or attend away events. Student will be required to complete the weekly grade tracker until the next report card. Based on the information provided on weekly grade tracker, student may remain on **Level 2** or go to **Levels 1 or 3**. Students should make every effort to seek extra help during and/or after school.

Level 3:

- **Student Failing 3 or More Subjects**

Student may not participate in extracurricular activities or attend away events. Student will be required to complete the weekly grade tracker until the next report card. Based on the information provided on the weekly grade tracker, student may remain on **Level 3** or go to **Levels 1 or 2**. Students should make every effort to seek extra help during and/or after school. Parent must sign tracker.

Additional Policy Procedures:

- **All reported grades on the weekly grade tracker should reflect the student's current grade (year-to-date).**
- Fourth quarter grades will determine if a student will appear on academic review list for the following school year. Students placed on academic review at the beginning of the school year will begin on **Level 1** beginning on the first full week of school.
- The coach or advisor must turn in a complete roster once the club or team members have been chosen.
- **Students must have Weekly Grade Trackers signed on the Wednesday or a designated day and they must turn them into the Main Office or Coach/Advisor by the end of the day on Thursday (or other designated day in shortened weeks).** Coaches and advisors are responsible to ensure all required grade trackers have been submitted. **Late trackers will not be accepted after 12:00PM the day after the due date.**
- Once a student is required to take around a tracker, they must continue to take them around each week until the next report card.
- A student on **Levels 2 or 3** may **NOT** leave study hall except to get help from an academic teacher.

WEEKLY GRADE TRACKER

SY 2016 - 2017

Student Name/Activity: _____ **Date** _____
 (please include first and last name)

Course	Teacher	Y-T-D Grade		Assignments Turned In	Classroom Behavior	Attendance	Seeks Help	Signature/Comments
		P	F					
1.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
2.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
3.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
4.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
5.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
6.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
7.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
8.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						
9.		P	F	All Most Many Some Missing	Excellent Good Fair Poor	Excellent Good Fair Poor	Yes or No	
		%						

Coach/Advisor Signature: _____ **Date** _____

Parent Signature (3 or more failures): _____ **Date** _____

Parent Comments (Optional):

Academic Review

You are on weekly academic review in an effort to help promote, support, and maintain acceptable academic standards. The following is a list of common responsibilities required of this policy.

Students:

- If a student is failing one or more subjects at the 5-week progress report or report card, he or she will appear on the academic review list. We update the academic review list weekly and a copy teachers, coaches, and advisors in an attempt to improve the student's academic performance. Students that are failing one or more subjects will be required to complete a weekly grade tracker. The progress reported on this weekly tracker will determine what level of probation the student will be on for the following week. While under academic review, the student's weekly submittal of their present quarterly grades will determine a probationary level that will decide their eligibility status. The levels of probation along with the resulting circumstances appear in the next section.

Teachers:

- On the designated date, the teacher will complete each of the categories.
- Indicate the Student's *Grade year-to-date* in the class as either passing (P) or failing (F) and with the percentage, if available.
- Sign the appropriate box.
- Please provide comments or suggestions in the space provided.

Parent(s)/Guardian(s):

- On the designated date, review the completed grade tracker.
- Sign the grade tracker if your child is failing three or more subjects.
- Have the opportunity to provide comments, feedback, or requests in the appropriate space.

Coaches/Advisors:

- **Submit attendance sheets for each meeting held (advisors only)**
- Check probationary lists on a weekly basis.
- Inform and remind students of their level of probation and their responsibilities.

Academic Review Committee:

- Collect and review completed grade trackers.
- Prepare and disclose "Probationary List" with appropriate levels of probation on a weekly basis. The probationary week will run Monday through Sunday.

LEVELS OF PROBATION

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Level 1:

- **For students failing 1 subject at the 5-week progress report or report card.**

Students may fully participate. Students will be required to complete the weekly grade tracker until the next report card. Students should make every effort to seek extra help during and/or after school.

OR

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Level 1P:

- **For students failing 2 subjects for the first time after being Level 0 or Level 1 at the 5-week progress report or report card.**

These students may fully participate for one week. If students show two failures at the end of the week, they will move to **Level 2**. This is a one-time per quarter allowance.

Level 2:

- **For students failing 2 or more subjects at the 5-week progress report or report card**

Student may practice, but may not participate in extracurricular activities or attend away events. Student will be required to complete the weekly grade tracker until the next report card. Based on the information provided on weekly grade tracker, student may remain on **Level 2** or go to **Levels 1 or 3**. Students should make every effort to seek extra help during and/or after school.

Level 3:

- **Student Failing 3 or More Subjects**

Student may not participate in in extracurricular activities or attend away events. Student will be required to complete the weekly grade tracker until the next report card. Based on the information provided on the weekly grade tracker, student may remain on **Level 3** or go to **Levels 1 or 2**. Students should make every effort to seek extra help during and/or after school. Parent must sign tracker.