Brookfield reports on student progress in five-week intervals, using those reports to flag and then more carefully monitor students failing any course. The consequence of a failure is placement on an ineligible list, with weekly monitoring of progress coordinated with teachers by the guidance department.

**PROGRESS REPORTS**

Five-week notices are sent out after the fifth week of each marking period (5, 15, 25, and 35 week intervals). These notices are intended to inform parents of their child's school performance, either good or poor. When a notice indicates that a student has failed for that previous five week period, the student will be placed on the ineligible list. The notice should indicate the problem that caused the failure (such as: homework not completed, failing test and quizzes, absences, etc.).

Brookfield Beavers 2012-2013 Student Planner, pp. 26-29.
All teachers are responsible for notifying students and parents when a student is in danger of not passing a course for the year.

ELIGIBLE/INELIGIBLE LIST

As an educational institution, our mission is to help each student develop academically, socially, mentally and emotionally. In order to assist students toward this end, we must provide them many opportunities to meet these goals. Often students fail classes because they are struggling academically. Other times it is because they lack organization or structure, or just decide not to put sufficient effort into their schoolwork. In an effort to encourage students to improve academically, we have implemented the following policy:

Students will be deemed eligible or ineligible each five weeks, at the time when Progress Reports or Report Cards are issued. Students will be deemed ineligible if they are failing any one subject. Ineligible means that students may not participate in any school activities (i.e., athletic games, dances, field trips, etc.); however, students must attend regular practices for sports, plays, concerts, etc.

Ineligible students may be deemed eligible and will be allowed to participate in school activities on a week by week basis provided they demonstrate they are working toward improvement by:

♦ The student should pick up an Eligible/Ineligible Form from the Guidance Office on Monday (or the first school day) of each week.

♦ The student will then meet with the teacher(s) of the course(s) that they are failing. The teacher will indicate in writing, on Part I, what the student must complete by Friday of that week to be deemed as having made an effort toward improvement. (Examples of what a student might be assigned: meeting with the teacher 2-3 times that week for review; completing 2-3 assignments of incomplete work or 2-3 new assignments; etc.)

♦ The student will arrange to meet with the teacher before the end of the school day on Friday to determine if they have met their obligation.
• The teacher will then sign off and the student will return the form to the Guidance Office to be eligible for activities the following week. (The week of eligibility runs from Monday to Monday.)

Some Key Points:

• Teachers and students should make every effort to accommodate each other in this process in order for it to be successful.

• If a teacher is absent from school and unable to meet with a student in the beginning of the week to assign work or at the end of the week to review completed work, the student should report to the Guidance Office for advice on how to proceed.

• The student may not pick weeks of his/her own choosing to be eligible for a particular activity or event. A student must work toward improvement each and every week until passing in order to receive the privilege of being deemed eligible.

• A teacher may “sign off” that a student is now PASSING by completing Part II and submitting it to the Guidance Office. However, once a warning notice or a failing grade is received, a student must complete at least one week of teacher-directed work before they can be signed off as passing.
Brookfield Central School

ELIGIBLE/INELIGIBLE FORM

Students must have the teacher of any course that they are failing complete Part I or Part II at the bottom of this form on the first day of the school week.

On the last day of the school week, students must meet with the teacher and turn the signed form into the Guidance Office.

Student’s Name ________________________________
Failing Subject ________________________________

During this week the student will (check all that apply):

_____ Complete all homework assignments
_____ Make up past due homework assignments
_____ Demonstrates appropriate classroom attentiveness
_____ Demonstrate appropriate classroom behaviors
_____ Seek extra help after school
_____ Other (please specify) ____________________________

Part I

This section is to be completed by the end of the week.

Student’s Name: ________________________________
The student has met my requirements that are listed above to be eligible for the upcoming week.

Teacher’s Signature: _______________ Date: _______________

Part II

This section must be completed, signed by the teacher, and turned into the Guidance Office before students are removed from the ineligible list.

Course Now Passing: ______________________________
Teacher’s Signature: ______________________ Date: _______________