

Montezuma Secondary Eligibility Process

REASONS STUDENTS MAY BE ON THE PROCESS:

- In order to be ineligible for activities, a student must have been on the School Wide Process prior to the grade check.
- We will check grades at every 4 weeks during a semester.
- If a student has 2 D's or an F on the grade report, the student is ineligible for at least one week from notification by principal. However, the student may be ineligible for more days or weeks depending on completing the process.
- The student will immediately be placed on the School Wide Process.
- In order to regain eligibility the student will need to do the work for the class even though the grade may not change in the gradebook.
 - Teacher will make note in JMC that work has been done.

Eligibility Process

Step 1:

- Teacher communicates to principal via: a PLC meeting, an email, or a visit to the office that a student has a D or F in class at the 4 week checks.
- Principal will gather data from all classes and complete a D and F list for each check.

Step 2:

- Principal will notify student, parents, and coach/sponsor of activity
- School Wide Process will begin.

Step 3:

- Teacher will reteach the standard or standards to the student.
- Time frame is before school, advisor, or after school.
 - Before - 7:45-8:10
 - HS Advisor - 12:05-12:35
 - JH Advisor - 12:35-1:05
 - After School - 3:30 - 4:00

Step 4:

- Teacher will provide practice work on the standard or standards.
- Students will do this work before school, advisor, after school, or outside of school.
- Students will be assigned guided study hall - 7th through 12th grade.
- JR and SR students lose open periods.
- Student is ineligible for all athletics, activities or school field trips for at least one week from notification by principal.
 - After one week, student may regain eligibility if all work is complete to expected levels on rubric.
 - If student fails to show expected levels, the student stays ineligible until work is completed at expected levels on rubric.

Step 5:

- Student will hand in practice work.
- Teacher will provide immediate feedback on practice work.
- If practice work is met, the teacher will provide a summative assessment.
 - Student will take a summative assessment with either a teacher, an OASIS teacher, a SPED teacher, or in guided study hall.
- Summative assessment will determine whether student has regained their eligibility.

Step 6:

- When student has proven he or she has done the work, then they will regain their eligibility.