

CARLISLE HIGH SCHOOL

250 Jamaica Road, Carlisle, OH 45005 • (937) 746-4481 • www.carlisle-local.k12.oh.us

RATED EXCELLENT BY THE OHIO DEPARTMENT OF EDUCATION

Matt Bishop
Principal

Dan Turner
Asst. Principal

To: Dan Turner, Middle School Principal
Mark Townsley, Athletic Director
Debbie Sprinkles, Principal/Athletic Secretary
CMS Coaches and Staff

Date: August 3, 2009

I wanted to come up with a more exact approach to eligibility to reduce confusion for all involved. Please read the following...most of the changes are management related and does not change Board Policy.

Bi-weekly Eligibility

- The administration of Carlisle High School will check eligibility for the second, fourth, sixth and eighth weeks of each grading period on the next day of school (usually a Monday) at noon.
- The Principal will use a ProgressBook report to determine eligibility and will run the report at noon. Teachers must have grades updated in ProgressBook prior to noon on the first day of the week unless otherwise noted.
- When running the report, if an athlete is failing two or more classes on a bi-weekly report, he/she will be ineligible for two weeks.
- The Principal will have the Athletic Secretary type a "bi-weekly master list" of athletes ineligible for the two weeks for the coaches along with a grade report. Coaches should look for the GPA for each subject, if there is 0.00, this would indicate an "F" for the class. The administration includes GPA's of 0.67 or 1.00, which indicates the grade of "D," wishing to promote maximum communication among parents, students, coaches, and teachers.

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- The Principal will then notify the coach and student no later than the close of school on Monday concerning students who are ineligible to participate. Coaches, please check your mailbox or call the office at the end of the day.
- Students' ineligible the previous week can become eligible if they raise their grades and fail one or no classes. These ineligible athletes will be checked again on the following Monday at noon to determine eligibility for the "off week." The administration will notify students who were ineligible the following week by the end of school on Monday if they have become eligible for the "off week." The administration will give a note to the student to give to their coach. Coaches may also call the office on Monday afternoon.
- Remember, students' eligible the prior weeks are eligible for the two-week period, regardless of the grades on the "off week" check.