**Waiver Policy Guidelines**

Methacton encourages our students to choose academically challenging courses that will inspire them to work to their fullest potential. It is also important to recognize the relevance of established prerequisites that have been identified as important to the successful completion of a variety of our courses. In seeking to balance the desire for academic challenge with the importance of meeting prerequisites, the **waiver policy** has been established. This policy allows students to schedule academic courses if the grades they have earned are within three (3) percentage points of the established prerequisite criteria.

During the time of course selection, students must meet all established prerequisite requirements from past coursework when choosing a specific course. The overall course average that the student has earned in the current course of study at the midpoint of the academic year will determine the teacher recommendation for the next course in the progression. Students who wish to schedule an Honors or AP level course but whose midyear grade is below the established prerequisite will be informed that they have the third marking period to earn an overall course grade that is within the three percentage points associated with the waiver. If at the end of the third marking period the student has earned a grade that is at or above the prerequisite, he or she may contact the Counselor and have the course selection changed. If the student is within the three-percentage point waiver range, he or she may submit a waiver request to the Department Coordinator for the subject in which the course is assigned. Students are responsible for making this request directly to the Coordinator (see list below). This request must be made by no later than one week after the issuance of third marking period report cards (specific date established annually by the school calendar).

Additionally, any student who did not meet the prerequisite requirement at the end of the third marking period but who earns an overall course grade that meets or exceeds this prerequisite contact his or her assigned school counselor by June 15 to schedule the more challenging course. Additionally if the overall grade earned by the student falls within the three-point waiver range, a waiver form may be submitted to the appropriate subject area coordinator.

Prerequisites and waivers are designed to provide students with the best possible guidance toward academic success while still encouraging students to undertake challenging academic studies. Adherence to this policy will not be subject to administrative override.

* **Department Coordinators:**
	+ Art: Ms. Beth Hall
	+ Business/FCS/Technology: Mr. Christopher Lloyd
	+ English: Mr. Steven Rice
	+ Health/Physical Education Mr. Jeffrey Derstine
	+ Mathematics: Mr. Nathaniel Ryan
	+ Music Mrs. Susan Basalik
	+ Science: Mr. Steven Savitz
	+ Social Studies: Mr. Adam Sussman
	+ World Language: Mrs. Mary Phelps

**Methacton High School Course Request Waiver Form**

Students and parents must complete this form when requesting a waiver to schedule a course for which the student has not met the prerequisite requirements but who’s earned grades fall within three (3) percentage points of the established requirements. The form should be printed in hardcopy, signed by both the students and his her parent(s) and delivered to the subject area Department Coordinator (listed above) for the requested course. This form is due to the Department Coordinator no later than the established midpoint date of the fourth marking period.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade to date in this Course: \_\_\_\_\_\_\_\_\_\_\_\_\_

Course Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Requirement for Requested Course: \_\_\_\_\_

My child and I are opting to enroll him/her in a course that is more academically challenging than the teacher recommended course even though he/she falls below the minimum established prerequisite grade average.  We acknowledge that this waiver is for an entire school year and recognize that no change will be made to his/her schedule without the student incurring a grade of Withdrawal/Fail (WF) (59% or lower) for the course.  A WF constitutes a failing grade and may affect athletic/activity eligibility and GPA for the year.

Student Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_