



**BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL  
POLICY BULLETIN**

**Bulletin XXXX.XX – Advanced Placement Policy and Procedures**

	June 18, 2015
<p><b>Purpose(s):</b></p> <p>The purpose of this bulletin is to define BCCHS policy and procedures regarding enrollment of students in Advanced Placement courses.</p>	<p><b>INSTRUCTIONS AND GUIDELINES:</b></p> <p><b>I. INTRODUCTION</b></p> <p>With more than 30 courses in a wide variety of subject areas, the Advanced Placement (AP) program provides motivated and academically prepared high school students with the opportunity to study and learn at the college level. Each AP course is modeled after the comparable college-level course. College and university faculty play a vital role in ensuring that AP courses align with college-level standards. Advanced Placement courses culminate in a suite of college-level assessments that are developed and scored by college and university faculty as well as by experienced AP teachers. Advanced Placement exams provide students with an opportunity to demonstrate the knowledge they have acquired and the skills they have developed.</p>
<p><b>Attachments:</b></p> <p>A – Waiver Form</p>	<p>Participation in the AP Program offers students many benefits. They are introduced to a rich and rigorous college-level curriculum. Those who successfully complete an AP exam in May have the opportunity to receive college credit and/or advanced placement, depending on the credit policy of the college they choose to attend. Former AP students often speak of an easier transition from high school to college due to the strong academic skills and habits of mind that they acquired in their AP courses.</p>
<p><b>Federal / State / laws, regulations, bulletins and/or memorandums:</b></p>	<p><b>II. POLICY</b></p> <p>All willing and academically prepared students deserve the opportunity to succeed in rigorous, college-level experiences and to enjoy the advantages those experiences bring. For this reason, Birmingham Community Charter High School shares the AP Program’s mission to connect traditionally underserved minority and low-income students to AP courses. BCCHS will make equitable access a guiding principle for the school’s AP programs and try to ensure that AP classes reflect the racial, ethnic and socioeconomic diversity of the student body<sup>1</sup>.</p> <p><b>III. CRITERIA</b></p> <p>Counselors will use the following general criteria to place students within Advanced Placement courses:</p> <ol style="list-style-type: none"> <li>A minimum 3.0 GPA within the prior two (2) semesters</li> <li>Demonstrated proficiency in English Language Arts and Mathematics (CAHSEE scores of 380+) if applicable and available</li> <li>AP potential for the specific course at a minimum 10% level.</li> <li>A student not meeting one or more of these criteria has the right to enroll in the class after completing a Waiver Form signed by the student and parent.</li> <li>All Student Waivers will be reviewed by the Director supervising Counseling Services (APSCS)</li> </ol> <p><b>IV. PROCEDURES</b></p> <p>The following procedures must be followed to enroll students in Advanced Placement courses:</p> <ol style="list-style-type: none"> <li>Students request AP classes during registration by circling on their planning sheet.</li> <li>Students not meeting criteria will be given a Waiver Form by their counselor (Attachment A).</li> <li>Students return Waiver Form signed by parent/guardian and student by designated date if desired.</li> </ol>



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<sup>1</sup> Significant portions of this policy are quoted from The College Board's AP Guide on the importance of equity and access.

## Attachment A:

### BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL 2015-2016 ADVANCED PLACEMENT WAIVER FORM

Print Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

SLC \_\_\_\_\_ Course Title \_\_\_\_\_

Birmingham Community Charter High School encourages our students to challenge themselves by enrolling in Advanced Placement classes and making a commitment to excellence through genuine effort and adequate preparation. In keeping with our BCCHS philosophy, we have created a list of criteria for AP courses which, if met by the student, we believe will lead to AP success. Since the student does not meet one or more of the established preparatory criteria, enrollment in the class will be permitted only with this waiver, signed by the student and the parent.

#### **BCCHS CRITERIA for ENROLLMENT in ADVANCED PLACEMENT CLASSES:**

- A) MINIMUM 3.0 GPA for the past two semesters
- B) MINIMUM SCORES of 380 on English and Math CAHSEE (if available)
- C) MINIMUM 10% Chance of Passing this AP Exam (per AP POTENTIAL – a College Board program based on PSAT scores)

#### **STUDENT AGREEMENT**



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- (1) I understand that AP courses are rigorous college-level classes that require extensive reading, analytical thinking, many hours of out-of-classroom preparation, and in most classes, superior writing skills. The quality and volume of required work will support my efforts to perform well on the AP exam next May.
- (2) I understand that AP courses are ANNUAL courses, and that in order to receive AP credit, I must remain in the class from August through May, regardless of the grade I earn. I will not be permitted to drop the class after the THIRD WEEK of the Fall Semester. This policy minimizes disruption to both my own and the school's educational program.
- (3) I also understand that the ADVANCED PLACEMENT EXAM administered in May is an INTEGRAL REQUIREMENT of the course, and I agree to take the exam at my own expense.

**I understand that I do not meet one or more of Birmingham's three established criteria for enrollment in this course, and that I have been advised that not meeting these criteria will make success in the course less likely. Nevertheless, I choose to enroll despite that advice and agree to abide by all terms of this agreement.**

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

### PARENT AGREEMENT

**I have discussed the above expectations with my son/daughter and I understand that he/she does not meet one or more of Birmingham's established criteria for enrollment in this class. I have been advised that not meeting these criteria will make success in the course less likely. Nevertheless, I choose to have the student enroll in the class, accept all the terms of this agreement, and will see to it that he/she satisfies all requirements of this agreement.**

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

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**STUDENT: RETURN COMPLETED FORM TO YOUR COUNSELOR.**