

EXTENDED INSTRUCTIONAL PROGRAMS
COLLEGE COURSE WORK/DUAL CREDIT

EHDD
(REGULATION)

SECONDARY
STUDENTS
ENROLLING IN PRE-
AP/AP COURSES

Secondary students who enroll in Pre-AP/AP courses commit to completion of the course. Each student and his or her parents will enter into a pre-AP/AP course participation agreement which outlines expectations including the need for study time outside of class. In the unlikely event that educational need determine the course selection to be an inappropriate placement for the student, a committee of educators with the parent and student will determine placement.

During the first six weeks, teachers will monitor student placement. The teacher will take all aspects of students' needs into account. Teacher monitors carefully and evaluates students in relation to:

- (1) Readiness for difficulty level of coursework
- (2) Completion of assigned work
- (3) Assumption of personal responsibility
- (4) Grades falling in the mid 70's or lower range
- (5) Attendance at tutoring
- (6) Revision of assignments.

Students must remain in the course for three (3) weeks before a schedule change request may be submitted.

WITHDRAWING FROM
A PRE-AP/AP COURSE

At the end of the first three week period, an interim progress report (IPR) will be sent to parents for all students who exhibit low performance in any of the above areas. Parents of any student exhibiting difficulties should be contacted. This includes:

- (1) Grades at or below the mid 70's level
- (2) Students who exhibit stress-related symptoms
- (3) Students whom the teacher feels is not appropriately placed

SCHEDULE
CHANGE REQUEST
PROCESS

Students who enroll in a Pre-AP or AP course commit to completing the course. Course changes will be made only if educational need is demonstrated and space is available in the subsequent course. All students will remain in the chosen course the first three weeks of school. At the end of the first three weeks, to initiate a change out of a pre-AP or AP class, a conference must occur between the student, parent/guardian, teacher, and principal or designee to determine educational need. Should an educational need not be determined; the student will be required to complete the

course selected. If the course is changed, the student's grade (without weighting) will transfer to the new class.

REQUESTING A
CHANGE FROM A
REGULAR TO PRE-AP
COURSE

Teachers of regular classes carefully monitor and evaluate students in relation to:

- (1) Readiness for difficulty level of coursework
- (2) Willingness to complete assigned work
- (3) Assumption of personal responsibility
- (4) Grades falling in the higher range
- (5) Above average depth of responses and insights

If the teacher's observations indicate that the student would be better placed in a Pre-AP class, the teacher initiates a conference with the student, parent, counselor and principal or designee. Although students should not be moved into Pre-AP/AP solely to encourage better behavior, sometimes students who are not being challenged thrive in a different environment. Students must change from regular to Pre-AP math classes by the end of the fourth (4th) week, due to the cumulative nature of the math Texas Essential Knowledge & Skills (TEKS).

The principal or designee may change a student's schedule based on demonstrated educational need at any point, with the exception of Pre-AP math classes. Changes may be limited by schedule and seat availability.

Script for teachers or counselors:

*****Please read to class prior to completing the Pre-AP/AP Course Participation Agreement*****

Choose your courses wisely. Staffing and hiring decisions are made based on student course selections. Therefore, students who enroll in a pre-AP or AP class are expected to complete the course.

Pre-AP and AP courses receive weighted grade credit when figuring grade point averages and class rank; however, the actual grade earned appears on all report cards and transcripts

In the unlikely event that a course change must be made, the following guidelines will apply:

Course changes will be made only if educational need is demonstrated and space is available in the subsequent course. All students will remain in the chosen course the first three weeks of school. At the end of the first three weeks, to initiate a change out of a pre-AP or AP class, a conference must occur between the student, parent/guardian, teacher, and principal or designee to determine educational need. Should the educational need not be determined, the student will be required to complete the course selected.

If the course is changed, the student's grade (without weighting) will transfer to the new course originally selected.

For AP courses:

Students are expected to take the AP examination for which the course prepares them.

Students who demonstrate financial need by qualifying for free or reduced lunch may be eligible to take exams including the SAT, ACT and AP exams at a greatly reduced fee.

Pflugerville Independent School District Pre-AP/AP Course Participation Agreement

Student's Name (Last, First)
Date

Student ID #

Grade level: _____ 9th _____ 10th _____ 11th _____ 12th

List each Pre-AP/AP course (with course number) requested for next year:

1. _____ 2. _____
3. _____ 4. _____

DESCRIPTION

AP courses are of college level; students who are successful on AP exams may receive college credit for high school course work. Pre-AP courses are designed to prepare students for success in AP courses. Parents and students must carefully consider course requirements in light of student readiness, commitment, and personal schedule. Students are required to read and write extensively outside of class. Summer reading is required for English pre-AP and AP courses and may be required in other content areas.

GRADING

Pre-AP/AP courses will receive weighted grade points when figuring grade point averages and class rank; however, the actual grade earned appears on all report cards and transcripts.

DROPPING A PRE-AP/AP CLASS

Students who enroll in a Pre-AP or AP course commit to completing the course. Course changes will be made only if educational need is demonstrated and space is available in the subsequent course. All students will remain in the chosen course the first three weeks of school. At the end of the first three weeks, to initiate a change out of a pre-AP or AP class, a conference must occur between the student, parent/guardian, teacher, and principal or designee to determine educational need. Should educational need not be determined; the student will be required to complete the course originally selected. If the course is changed, the student's grade (without weighting) will transfer to the new course.

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EHDD
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STUDENT
AGREEMENT / HONOR
CODE

I understand that this Pre-AP/AP course is designed to help prepare me for success in college and in college-level (AP) course work. I recognize there is a time commitment outside of class, and I agree to organize my time and effort for success. I realize that attendance is important. I will be prepared to participate. I will notify the teacher if I fall behind. I understand that I will be required to complete assignments outside of class. I will do my own work.

PARENT AGREEMENT

I understand that this Pre-AP/AP course is rigorous and requires study time outside of class and I agree to support my student in this work. I will notify the teacher immediately of any concerns that I have related to my student's progress.

Student signature

Date

Parent signature

Date

Pflugerville Independent School District
Schedule Change Request for Pre-AP and AP
Classes

Student Name: _____ Grade: _____

Student ID: _____

Request to Drop: _____ Period: _____

Request to Add: _____

Please recall the Pre-AP/AP Course Agreement you and your parent previously signed:

Students who enroll in a Pre-AP/AP class are committed to completing the course. Students may only drop a pre-AP/AP course if educational need is determined in a conference of the student, parent, teacher and principal or designee. If the schedule is changed, the student's grade (without weighting) will transfer to the new class.

Reason for request:

Any schedule change that is related to Pre-AP/AP courses requires a conference between the student, parent, teacher and principal or designee.

Date of conference: _____

Final decision: _____

If change is approved, alternate course: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Teacher signature: _____ Date: _____

Principal (or designee) signature: _____ Date: _____

Signatures indicate agreement that this is an appropriate change for the student.

Note: Schedule change will be based on space availability in subsequent course.

Counselor signature: _____ Date changed: _____