Henry J. Kaiser Advanced Placement Contract

Student Name: _____

Student ID: _____

Advanced Placement (AP) courses are extremely challenging and equivalent to an introductory (first year) college-level course. AP courses are taught using college level materials and strategies to prepare students for college-level course work in addition to taking the College Board Advanced Placement Examinations in May. As a result, students should expect the pace and rigor of AP classes to be more challenging than regular classes at the same grade level.

These classes are intended for students who have demonstrated both the highest level of academic achievement as well as commitment to challenging work. Students must consider the amount of time they are able and willing to commit for the study and preparation necessary for success.

General Course Expectations:

1. **Students in AP coursework are expected to spend a minimum of 45 minutes of individual study time, per class meeting each week in addition to an additional hour over the weekend. (4.5 hours weekly)**
2. **Students are required to sit for the AP Exam in May** for all courses in which they are enrolled during the school year. AP classes come with the opportunity to earn college credit and registration for the exam is vital for maintaining engagement in the course.
3. **Students are expected to obtain and complete all summer assignments before the first day of class in August**. If students lose their copy, they are required to download another copy from the KHS website, reach out to their AP teacher, or communicate with the AP Coordinator.
4. Students are expected to attend class regularly, engage in active learning/studying while in class, complete all assignments, request, or find tutoring when in need of assistance, regularly communicate with parents/guardians and teachers when in need of assistance, and **become familiar with all requirements for success in the AP course.**

Parent/Guardian Expectations:

1. Parents shall become familiar with the AP course requirements, student expectations, testing requirements, and withdrawal procedures.
2. Parents shall provide a distraction free area for studying.
3. Parents shall help their child organize study time in support of class assignments
4. Parents will contact their child's teacher immediately should his/her student struggle or require assistance.

School Expectations:

1. The school agrees to provide rigorous instruction and challenging course content as described in the AP Course Description.
2. The school will administer the AP Exam in a fair and secure environment as outlined in the AP Coordinators Manual.

Registration Procedure:

1. Follow all instructions and complete an AP Course Request Form.
2. Submit the form to your counselor and complete your registration.

Drop Procedures Next Year[1]:

1. After registration in the Spring and until the end of the school year, students may change their course request at any time with their counselors and do not need further permission to alter their schedule for the next year.
2. To drop a class within the first four weeks of school OR during the first five days of the second semester students must complete the following:
    a. Obtain a drop form from Mr. Ulate or your counselor and obtain a parent signature before presenting the document to an administrator followed by their counselor.
        i. Counselors and administrators reserve the right to contact parents to confirm they're okay with the schedule change.
    b. Transfer grades for work completed will be provided to the new teacher after exiting the course.

Exam Payment:

1. Students are required to pay a fee of **$5 per AP class** they register for.
2. Payment is due to the school bookkeeper, Ms. Shirle Brancato. Due date will be announced at the start of the Spring Semester.
3. If a parent/guardian is unable to meet these requirements for financial reasons, they will contact the AP Coordinator immediately to set up a conference with administration.

PLEASE SIGN AND RETURN TO YOUR COUNSELOR

(Student name)

I, _____ have completely read the AP Contract and agree to the conditions outlined above. I understand and acknowledge the process for enrolling and dropping an AP course. I understand and acknowledge that my AP Exam fee will be $5 per AP course and the balance is to be paid in the second semester. I understand and acknowledge the rigor of an AP course is equivalent to a typical college course.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____

(Parents/Guardians name)

I, _____ have completely read the AP Contract and agree to the conditions outlined above. I understand and acknowledge the process for my child's enrollment and dropping an AP course. I understand and acknowledge that my child's AP Exam fee will be $5 per AP course and the balance is to be paid in the second semester. I acknowledge that I will provide additional support to my child as they undertake the rigorous AP curriculum and help when necessary.

Parent Name: _____

Parent Signature: _____ Date: _____

[1] Dropping a course is not a guarantee. By submitting this contract and registering for the course you are intending to stay in the course, unless you change your course request before the end of the current school year. AP course drops are pending availability in a different class.