



ADVANCED ACADEMICS  
**ADVANCED PLACEMENT**  
SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



**ADVANCED PLACEMENT  
PROGRAM GUIDE**  
2019-2020 School Year



## *“Varsity Academics”*

### **Information:**

Page 3	Platform
Page 4	Contact Information
Page 5	Curriculum, Instruction, and Assessment
Page 6	AP Student Roles and Responsibilities
Page 7	AP Parent/Guardian Roles and Responsibilities
Page 8	AP Teacher Roles and Responsibilities
Page 9	AP Instructional Look-Fors
Page 10	Campus Counselor Roles and Responsibilities
Page 11	Campus AP Administrator Roles and Responsibilities
Page 12	Instructional AP Timeline
Page 13	Testing Coordinator Roles and Responsibilities
Page 14	Testing AP Timeline
Page 15	AP Implementation Specialist Roles and Responsibilities
Page 16	Office of Advanced Academics Roles and Responsibilities
Pages 17-20	Nine-Week AP Calendars
Page 21	Suggested Square Root Grading for AP Exams
Page 22	UIL Waivers for Participation Policy
Page 23	AP Exam Challengers

### **Forms:**

Pages 24-25	AP Commitment
Pages 26-27	AP Examination Pledge
Page 28	PLC Norming
Page 29-30	AP PLC Minutes
Page 31	Change of Placement
Pages 32-33	AP UIL Waiver Form

REVISION 2 - UPDATED 9/12/19

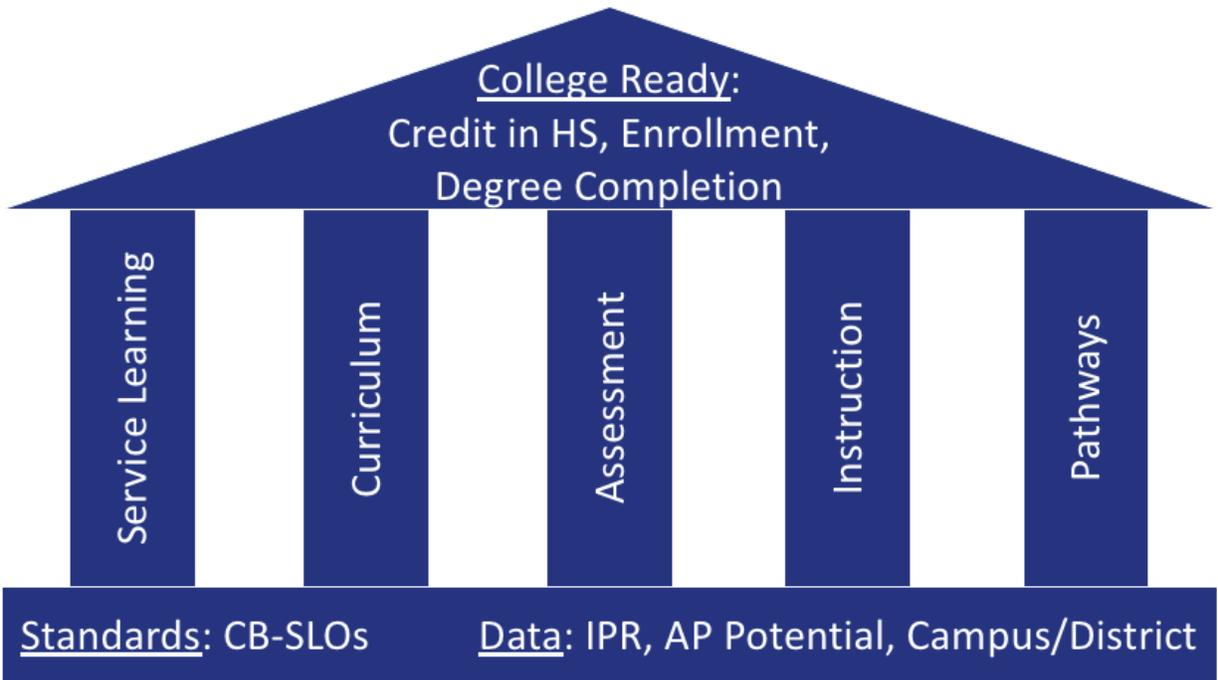
## ADVANCED PLACEMENT PLATFORM

Mission: to prepare students to enroll, attend, and successfully complete college

Vision: to become the district of choice for Advanced Academics

Goals 2019-2020:

- 5% growth in qualifying scores
- Most students earn at least 2's
- 10 AP Scholars per high school campus
- Aligned curriculum, instruction, and assessment



Foundational Beliefs:

- Standards are at the center of the AP program
- Data must be used to drive all decisions

Pillars of AP:

- Curriculum must be based on CB-SLOs
- Assessment must be formative and drive decisions
- Instruction must be rigorous to prepare students for college credit
- Service learning deepens engagement and brings value to the curriculum
- Pathways must serve student's long-term goals

Outcomes:

- Students can enroll, attend, and successfully complete college

## DISTRICT AND CAMPUS CONTACTS

### Advanced Placement Implementation Specialists

Subject/ Campus	AP IS Name	Email
Calculus/ Sam Houston	Joseph Ibarra	<a href="mailto:jibarra5@saisd.net">jibarra5@saisd.net</a>
Biology/ Travis ECHS	Victor Salinas	<a href="mailto:vsalinas3@saisd.net">vsalinas3@saisd.net</a>
English Language/ Highlands	Mary Guerrero	<a href="mailto:mguerrero2@saisd.net">mguerrero2@saisd.net</a>
English Literature/ Highlands	Kristin Polansky	<a href="mailto:kpolansky1@saisd.net">kpolansky1@saisd.net</a>
Environmental Sci/ Fox Tech	Dana Kincaid	<a href="mailto:Dkincaid1@saisd.net">Dkincaid1@saisd.net</a>
Gov. and Macro./ Edison	Jeremy Guerrero	<a href="mailto:jguerrero7@saisd.net">jguerrero7@saisd.net</a>
Human Geography/ <b>TBD</b>	<b>Open Position</b>	<b>Open Position</b>
Psychology/ YWLA	Joy Scrivener	<a href="mailto:jscrivener1@saisd.net">jscrivener1@saisd.net</a>
Statistics/ <b>TBD</b>	<b>Open Position</b>	<b>Open Position</b>
US History/ Highlands	Mary Diaz	<a href="mailto:mdiaz7@saisd.net">mdiaz7@saisd.net</a>
World History/ Jefferson	Caroline Castellanos	<a href="mailto:ccastellanos1@saisd.net">ccastellanos1@saisd.net</a>
World Languages/ Jefferson	Anne-Marie Hilton	<a href="mailto:ahilton1@saisd.net">ahilton1@saisd.net</a>

### Campus Advanced Placement Administrators

Campus	Administrative Staff	Email
ALA	Anastasia Rodriguez	<a href="mailto:arodriguez19@saisd.net">arodriguez19@saisd.net</a>
Bonham Academy	Karen Klingsporn	<a href="mailto:kklingsporn1@saisd.net">kklingsporn1@saisd.net</a>
Brackenridge	Mandie Holtsford	<a href="mailto:Mholtsford2@saisd.net">Mholtsford2@saisd.net</a>
Burbank	Joan Jenkins	<a href="mailto:jjenkins1@saisd.net">jjenkins1@saisd.net</a>
CAST Med	Gustavo Cordova	<a href="mailto:gcordova@saisd.net">gcordova@saisd.net</a>
CAST Tech	Jacob Barber	<a href="mailto:jbarber1@saisd.net">jbarber1@saisd.net</a>
Edison	Stephanie Mihleder	<a href="mailto:smihleder1@saisd.net">smihleder1@saisd.net</a>
Fox Tech	Kate Nelson	<a href="mailto:Knelson1@saisd.net">Knelson1@saisd.net</a>
Highlands High	Penny Pruitt	<a href="mailto:ppruitt1@saisd.net">ppruitt1@saisd.net</a>
Houston	Michael Flores	<a href="mailto:mflores19@saisd.net">mflores19@saisd.net</a>
P-Tech @ Sam Houston	Ashlyn Barrientes	<a href="mailto:aparrish1@saisd.net">aparrish1@saisd.net</a>
Irving Academy	Robert Alfaro	<a href="mailto:ralfaro2@saisd.net">ralfaro2@saisd.net</a>
Jefferson	Christopher Stanley	<a href="mailto:cstanley1@saisd.net">cstanley1@saisd.net</a>
Lanier	Erika Persaud	<a href="mailto:epersaud1@saisd.net">epersaud1@saisd.net</a>
Phoenix/ Cooper	Claudio Garcia	<a href="mailto:clagarcia@saisd.net">clagarcia@saisd.net</a>
Poe	Rebecca Garza	<a href="mailto:rgarza11@saisd.net">rgarza11@saisd.net</a>
St. Philip's	Greg Hiett	<a href="mailto:ghiett1@saisd.net">ghiett1@saisd.net</a>
Tafolla	Cynthia Balle	<a href="mailto:cballe@saisd.net">cballe@saisd.net</a>
Travis ECHS	Edwina Villareal	<a href="mailto:evillarreal8@saisd.net">evillarreal8@saisd.net</a>
YMLA	Candace Dodd	<a href="mailto:cdodd1@saisd.net">cdodd1@saisd.net</a>
YWLA	Ashley Cash	<a href="mailto:acash1@saisd.net">acash1@saisd.net</a>

### District Advanced Academics Coordinators – (210) 554-2555

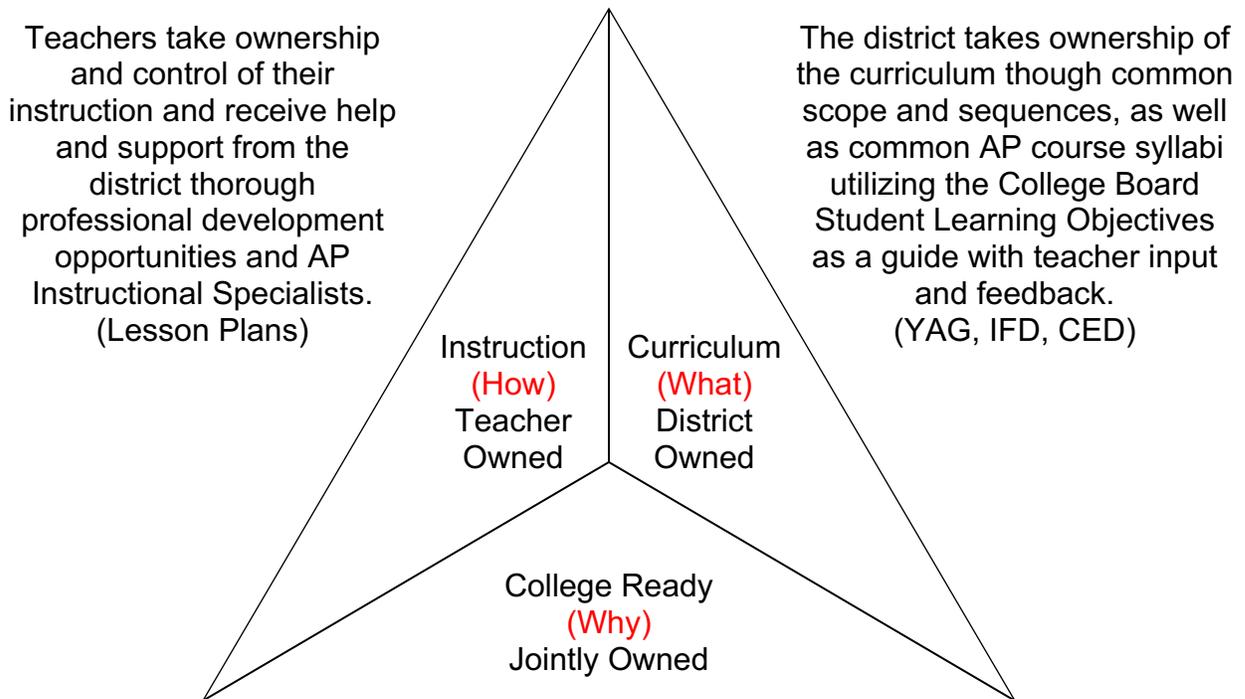
Position	Name	Email
Advanced Placement	Kevin Rasco	<a href="mailto:krasco1@saisd.net">krasco1@saisd.net</a>
AVID	Cynthia Martinez	<a href="mailto:cmartinez10@saisd.net">cmartinez10@saisd.net</a>
Dual Credit	Dr. Annelise Vela	<a href="mailto:cvela1@saisd.net">cvela1@saisd.net</a>
Gifted and Talented	Christine Williamson	<a href="mailto:cwilliamson1@saisd.net">cwilliamson1@saisd.net</a>
World Languages	Martha Vasquez	<a href="mailto:mvasquez3@saisd.net">mvasquez3@saisd.net</a>

Executive Director for Advanced Academics  
Liz Ozuna – [eozena1@saisd.net](mailto:eozena1@saisd.net) - (210) 554-2522

## PHILOSOPHY OF ADVANCED PLACEMENT CURRICULUM, INSTRUCTION, AND ASSESSMENT

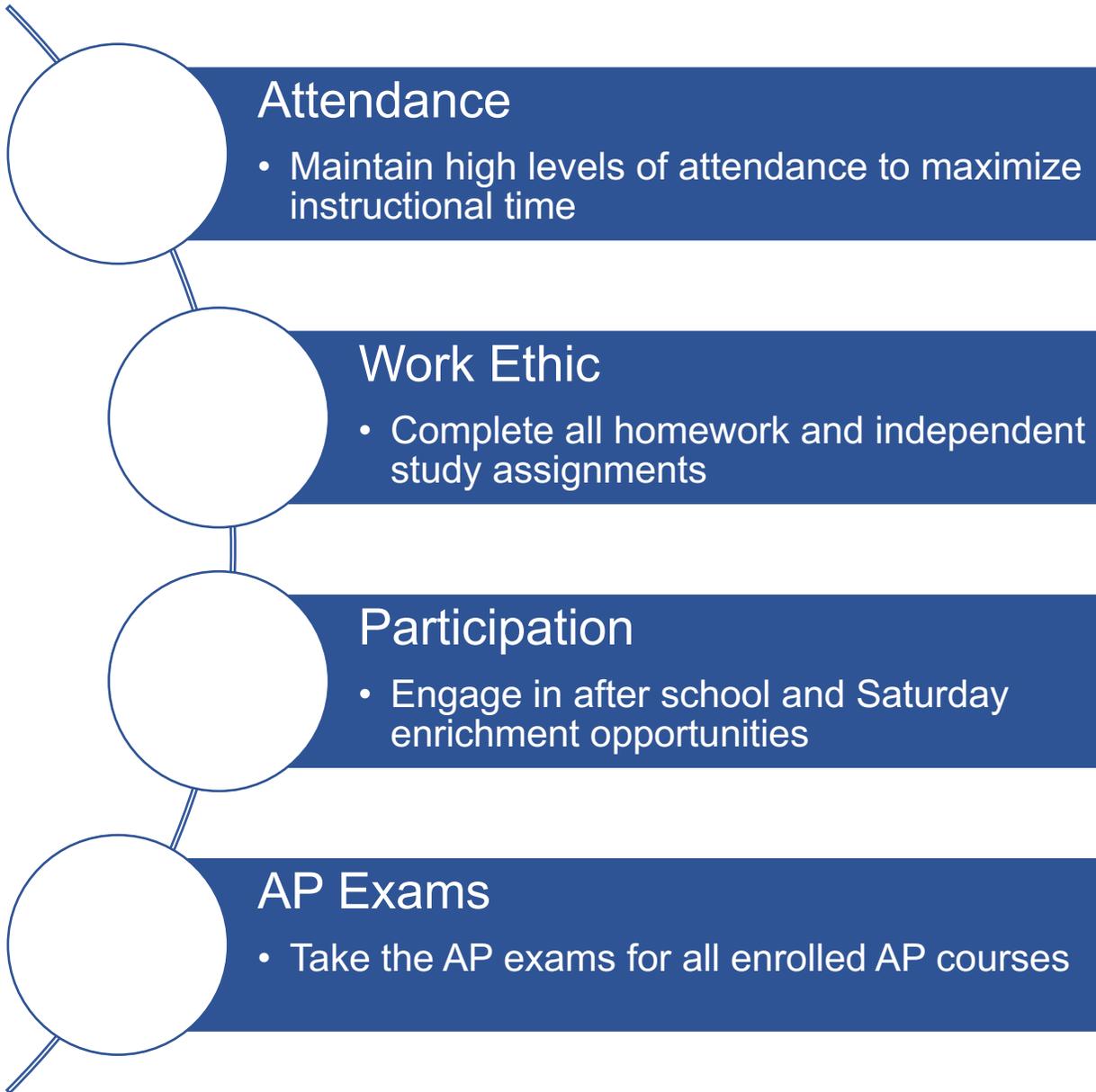
The College Board has established Student Learning objectives (CB-SLOs) for all Advanced Placement courses. It is the policy of SAISD to build AP courses around these CB-SLOs. In order to do this:

- The district will use the CB-SLOs as the framework to establish a common district scope and sequence, common syllabi (or the College Board Course and Exam Description (CED) document, and common formative assessments. The district is in charge of establishing the AP curriculum through the development of a Year-at-a-Glance (YAG) document, Instructional Focus Documents (IFDs), and a Vertical Alignment Document (VAD) for each AP course.
- Advanced Placement teachers will use the district curriculum and common assessments to craft lesson plans that best serve their students, campus, and community. Teachers are responsible to use best instructional practices.



College Ready is a joint effort between the district and teachers and is evaluated through AP Exam performance. The district will develop with teacher input common nine-week formatives and common AP Exam simulations. Teachers will design short and frequent checkpoints for understanding and informal assessments to track student progress and mastery on the CB-SLOs to prepare students for college.

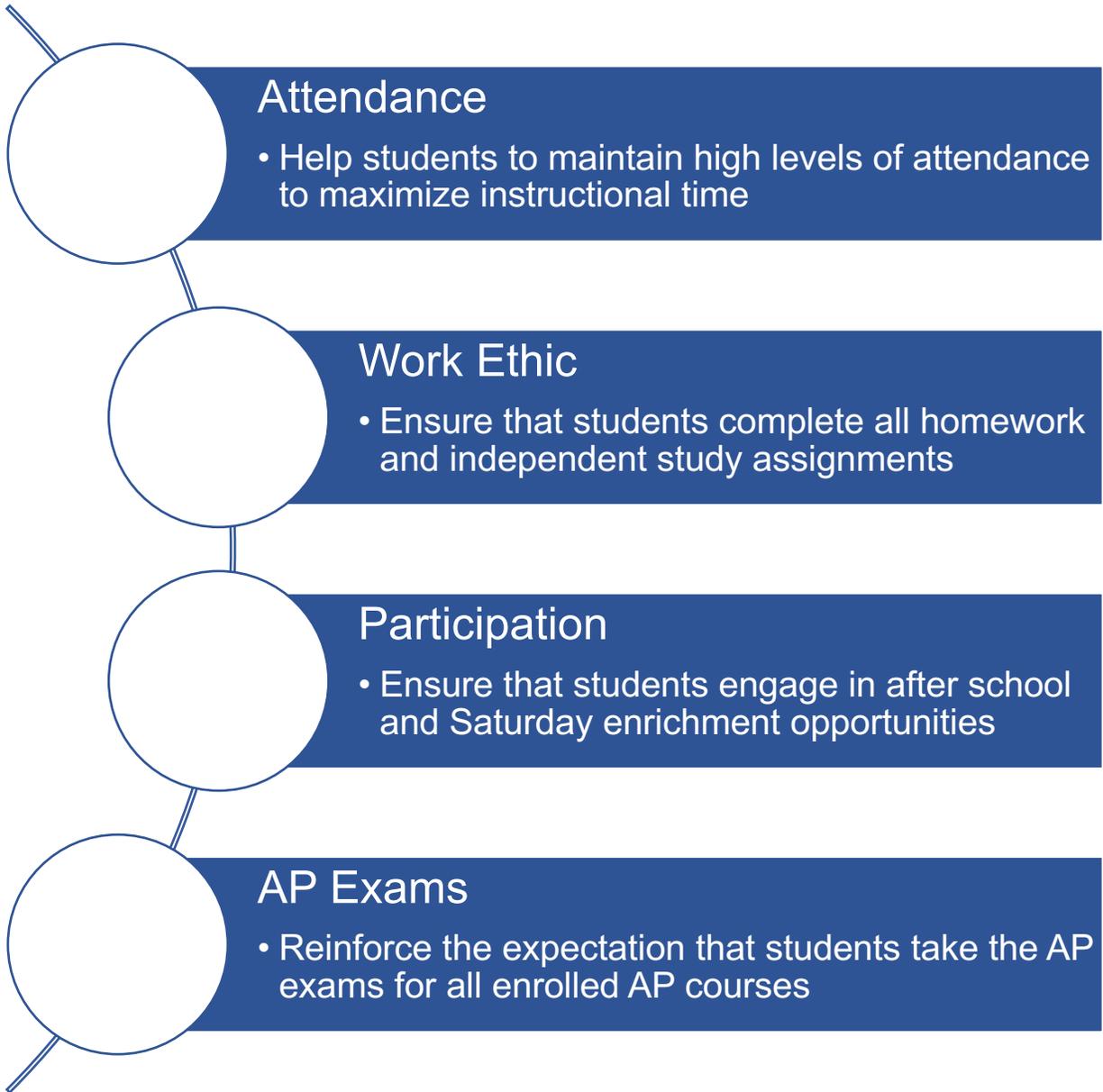
## STUDENT ROLES AND RESPONSIBILITIES



Timeline:

8/30/19	Deadline for student year-long and fall exam registration
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
1/24/2020	Deadline for spring exam registration
2/7/2020	Deadline to withdraw from spring semester AP courses
4/6-4/17/2020	Participate in AP Mock Exams
3/21/2020	Super Saturday Review Session @ Jefferson High
4/4/2020	Super Saturday Review Session @ YWLA
5/2/2020	Super Saturday Review Session @ Highlands High
5/4-5/15/2020	Administration of AP Exams

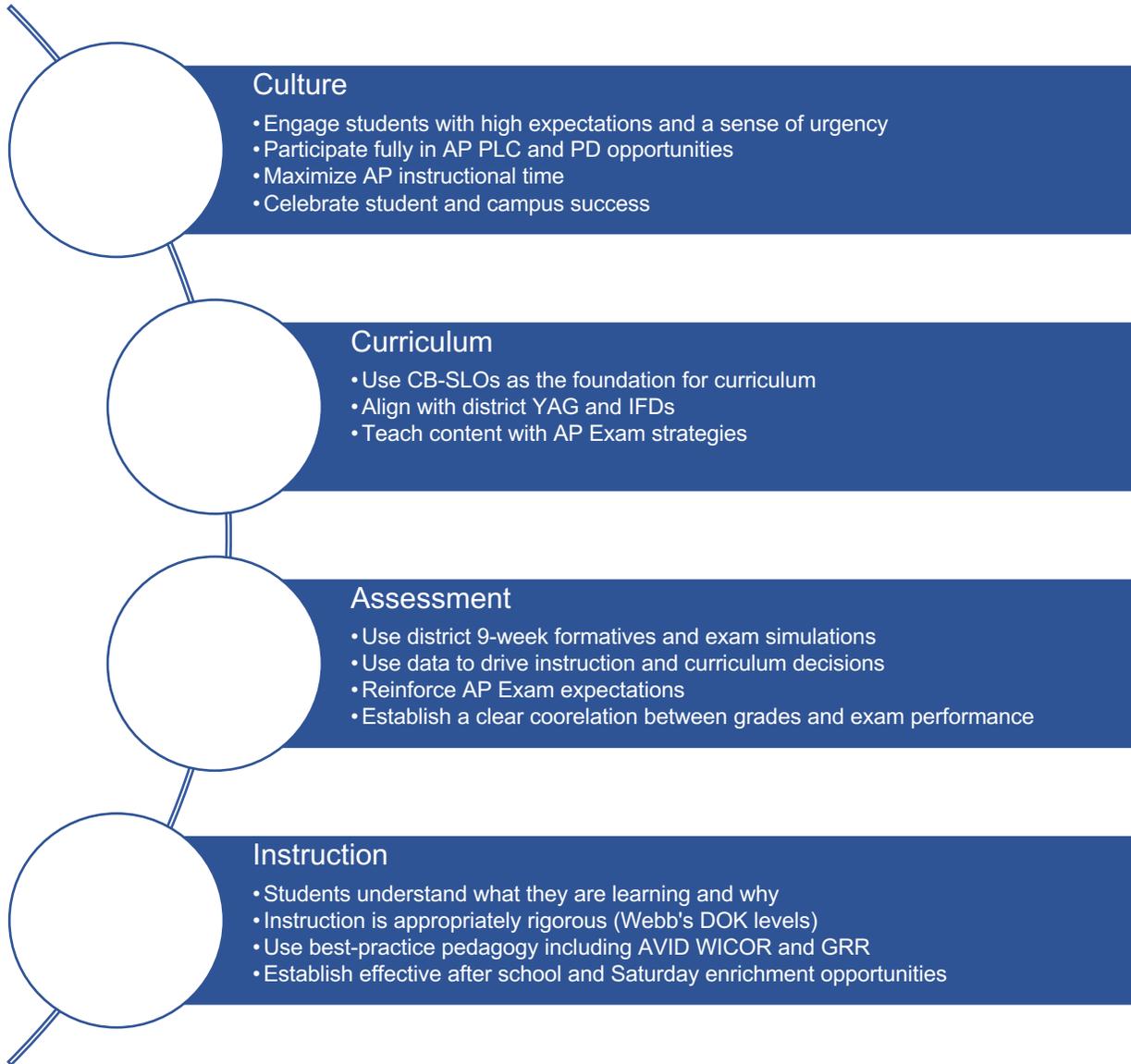
## PARENT/GUARDIAN ROLES AND RESPONSIBILITIES



Timeline:

8/30/19	Deadline for full year and fall semester AP Exam registration
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
1/24/2020	Deadline for spring semester exam registration
2/7/2020	Deadline to withdraw from spring semester AP courses
4/6-4/17/2020	Participate in AP Mock Exams
3/21/2020	Super Saturday Review Session @ Jefferson High
4/4/2020	Super Saturday Review Session @ YWLA
5/2/2020	Super Saturday Review Session @ Highlands High
5/4-5/15/2020	Administration of AP Exams

## TEACHER ROLES AND RESPONSIBILITIES



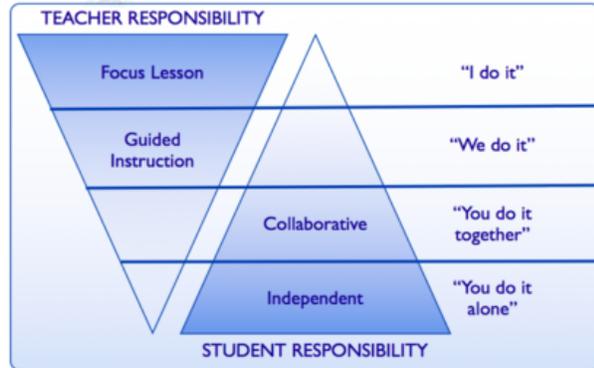
### Timeline:

May 2019 to 8/9/2019	Register Courses in AP Audit and Create Exam Sessions
8/30/19	Deadline for full year and fall semester AP Exam registration
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
1/24/2020	Deadline for spring exam registration
2/7/2020	Deadline to withdraw from spring semester AP courses
4/6-4/17/2020	Participate in AP Mock Exams
3/21/2020	Super Saturday Review Session @ Jefferson High
4/4/2020	Super Saturday Review Session @ YWLA
5/2/2020	Super Saturday Review Session @ Highlands High
5/4-5/15/2020	Administration of AP Exams

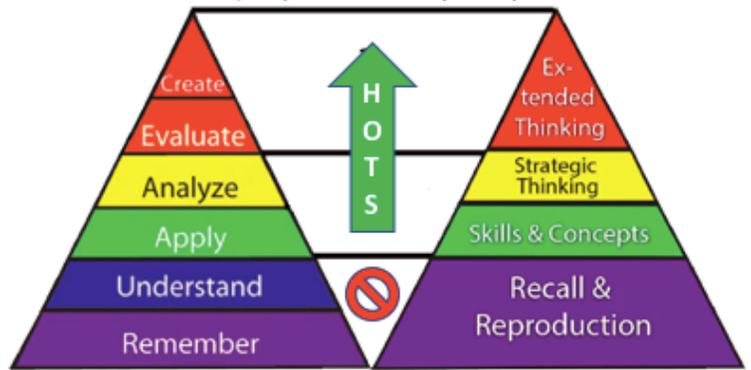
## INSTRUCTIONAL LOOK FORS

Curriculum, instruction, and assessment are built around the College Board Student Learning Objectives (CB-SLOs) and the Texas Essential Knowledge and Skills (TEKS). These are posted in a student friendly manner and are understood by the students.

Teacher/student responsibility of the work is balanced over the lesson cycle.



Instructional rigor is never at the recall/reproduction level.



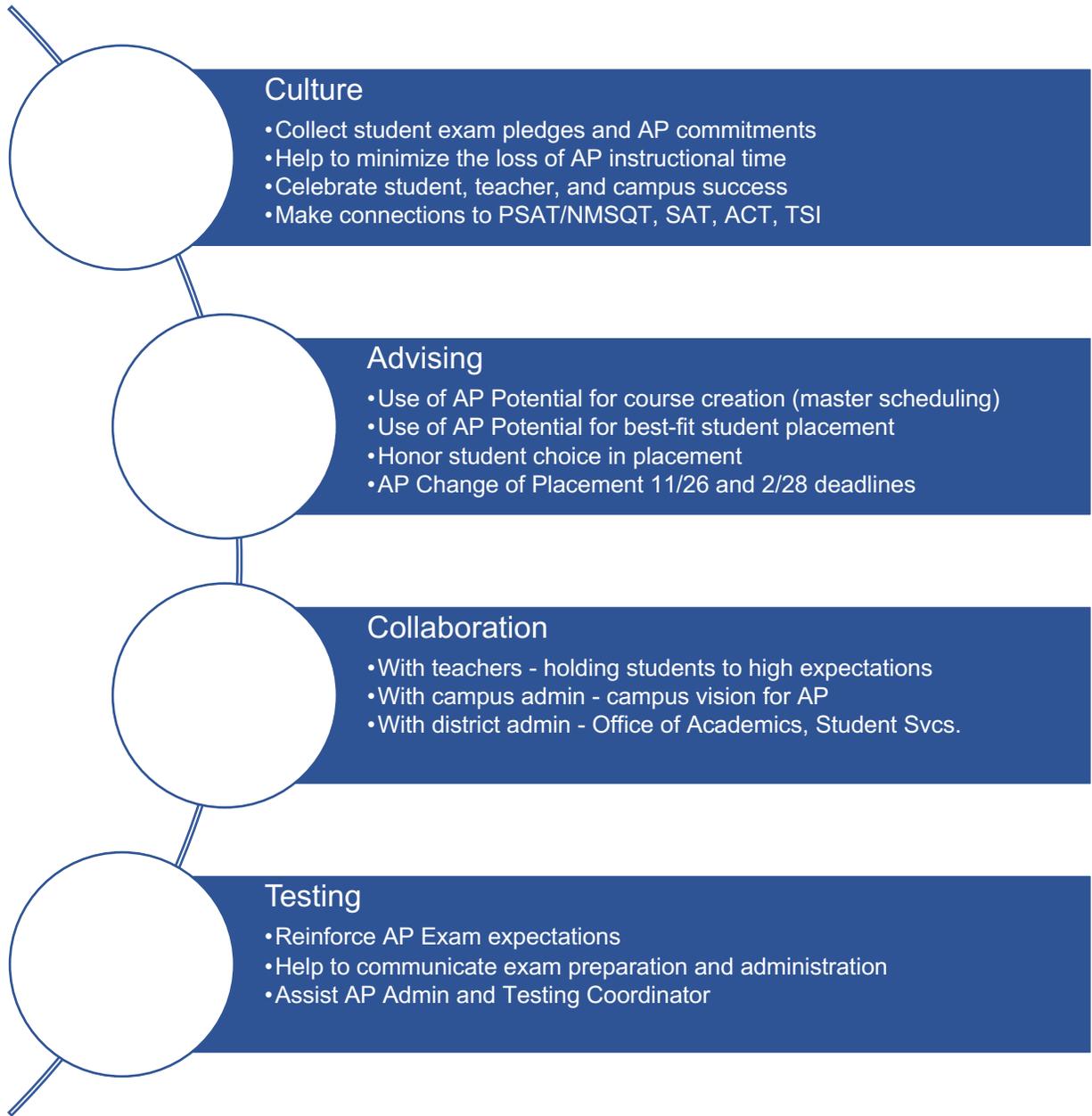
Writing, Inquiry, Collaboration, Organization, and Reading are used in every lesson cycle with a specific focus on writing. Notes are interactive, and worksheets must have significant meaning and value. (AVID strategies)



Every lesson should contain variations of the following sentence stems:

- When you take your AP Exam, you should expect see...
- ... is an example of what you will be expected to do on the AP exam.

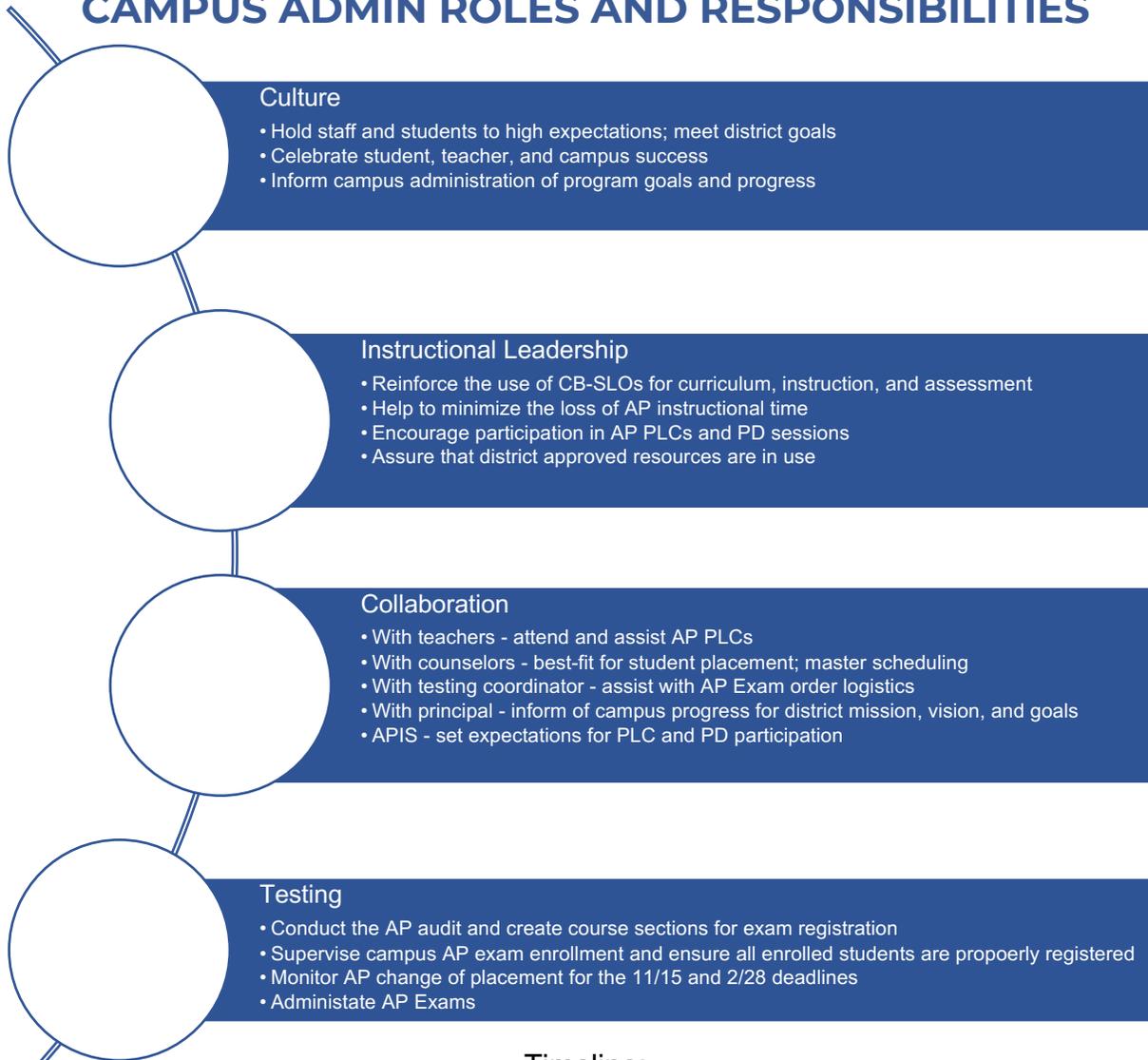
## COUNSELOR ROLES AND RESPONSIBILITIES



Timeline:

May 2019	Enroll students in AP courses using AP Potential Reports
8/30/19	Deadline for full year and fall semester AP Exam registration
August 2019	Collect AP Student Commitments and Exam Pledges
3/21/2020	Super Saturday Review Session @ Jefferson High
4/4/2020	Super Saturday Review Session @ YWLA
5/2/2020	Super Saturday Review Session @ Highlands High
11/15/19	AP Order Deadline to avoid late fees
1/24/2020	Deadline for spring exam registration
2/7/2020	Deadline to withdraw from spring semester AP courses

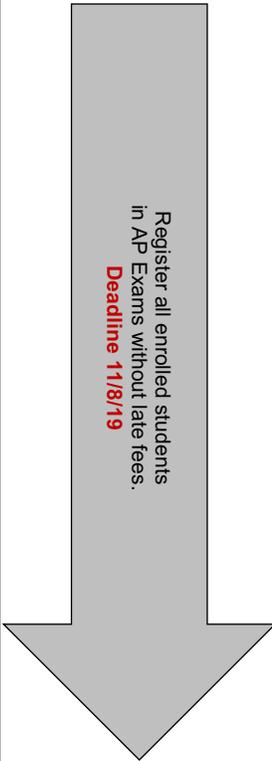
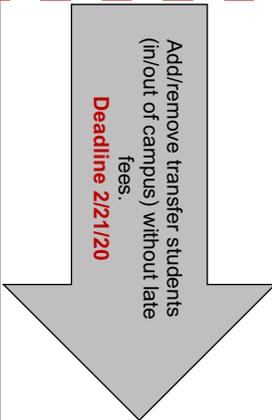
## CAMPUS ADMIN ROLES AND RESPONSIBILITIES



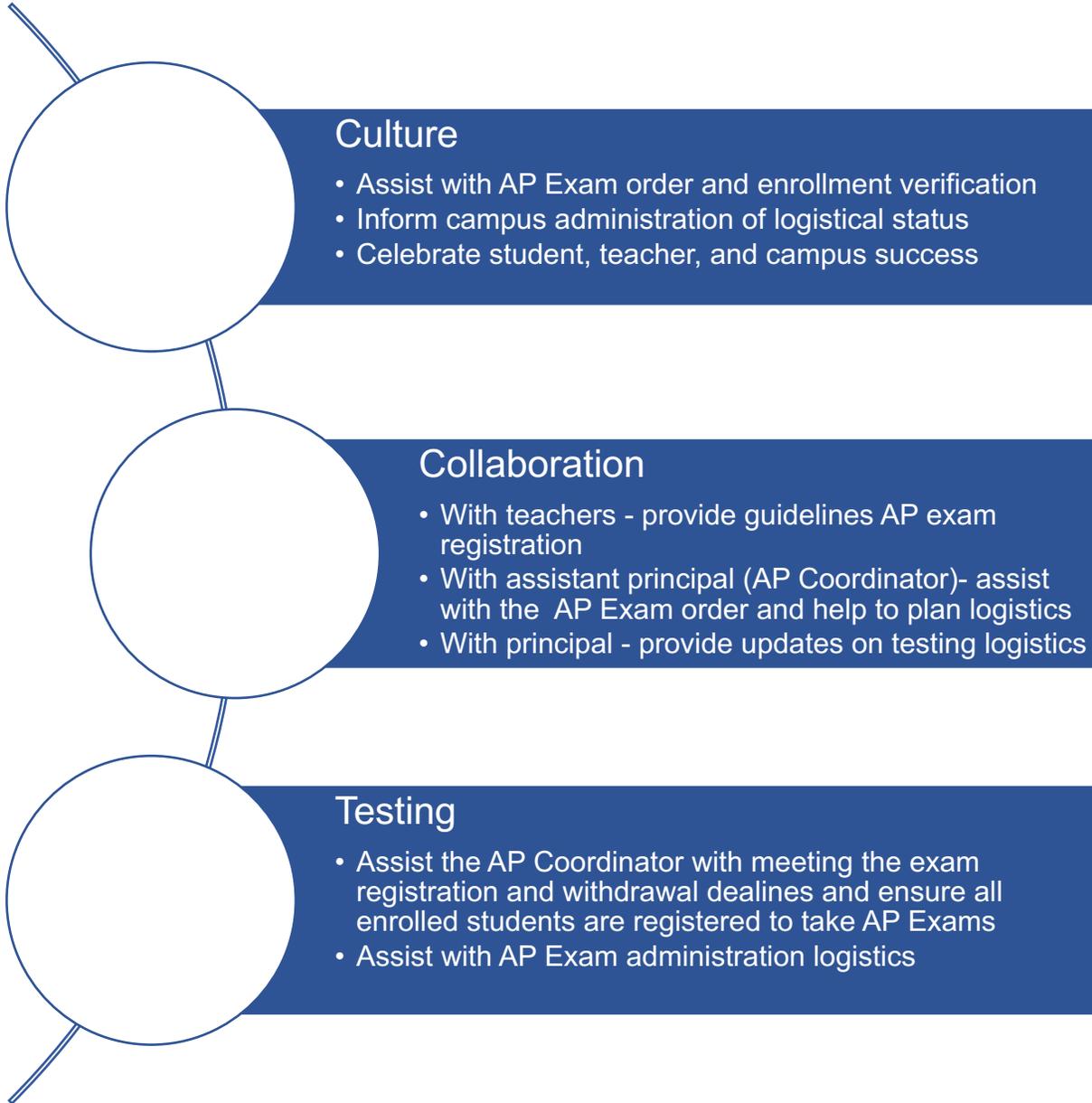
**Timeline:**

June 2019 to 8/9/2019	Register Courses in AP Audit and Create Exam Sessions
8/30/19	Deadline for full year and fall semester AP Exam registration
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
11/8/19	AP Order Deadline to avoid late fees
1/24/2020	Deadline for spring exam registration
2/7/2020	Deadline to withdraw from spring semester AP courses
February 2020	Enter Eco Dis status, exam accommodations, etc. Double check student transfers in and out of AP courses/campus
2/21/20	AP Order Deadline to avoid late fees (Spring Semester)
4/6-4/17/2020	Encourage participation in AP Mock Exams
3/21/2020	Super Saturday Review Session @ Jefferson High
4/4/2020	Super Saturday Review Session @ YWLA
5/2/2020	Super Saturday Review Session @ Highlands High
5/4-5/15/2020	Administration of AP Exams

## INSTRUCTIONAL AP TIMELINE EARLY AP EXAM REGISTRATION

Students and Teachers	Administration	
Mid-May - Aug 9, 2019 <ul style="list-style-type: none"> <li>Teachers submit courses in <a href="#">AP Audit</a></li> <li>Teachers order CED docs.</li> </ul>	Mid-May - Aug 9, 2019 <ul style="list-style-type: none"> <li>AP Coordinators approve courses in <a href="#">AP Audit</a></li> </ul>	 <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Register all enrolled students in AP Exams without late fees. <b>Deadline 11/8/19</b></p>
	Aug 12 - Aug 16, 2019 <ul style="list-style-type: none"> <li>AP Coordinators create Year-Long and Fall Semester AP Exam sections</li> </ul>	
Aug 19 – Aug 30, 2019 <ul style="list-style-type: none"> <li>Student AP Exam registration for Year-Long and Fall Semester Courses</li> <li>Full-Year and Fall Semester AP course student withdrawal deadline</li> </ul>		
<b>Deadline October 11, 2019</b>	<ul style="list-style-type: none"> <li>AP Exam registration without a late fee (HIT SUBMIT)</li> </ul>	
Jan 6 – Jan 24, 2020 <ul style="list-style-type: none"> <li>Student AP Exam registration for Spring Semester Courses</li> <li>Spring Semester AP course student withdrawal deadline</li> </ul>	Jan 6 - Jan 10, 2020 <ul style="list-style-type: none"> <li>AP Coordinators Create Spring Semester AP Exam sections</li> </ul>	 <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Add/remove transfer students (in/out of campus) without late fees. <b>Deadline 2/21/20</b></p>
<b>Deadline Feb 7, 2020</b>	<ul style="list-style-type: none"> <li>Final AP Exam Order Submission including eco dis and accommodations (HIT SUBMIT)</li> </ul>	
	May 4 - May 15, 2020 <ul style="list-style-type: none"> <li>AP Exams</li> </ul>	
	May 20 - May 22, 2020 <ul style="list-style-type: none"> <li>Late AP Exams</li> </ul>	
	<ul style="list-style-type: none"> <li>AP Exam Invoices Due</li> </ul>	
	<b>Deadline Early June, 2020</b>	

# TESTING COORDINATOR ROLES AND RESPONSIBILITIES



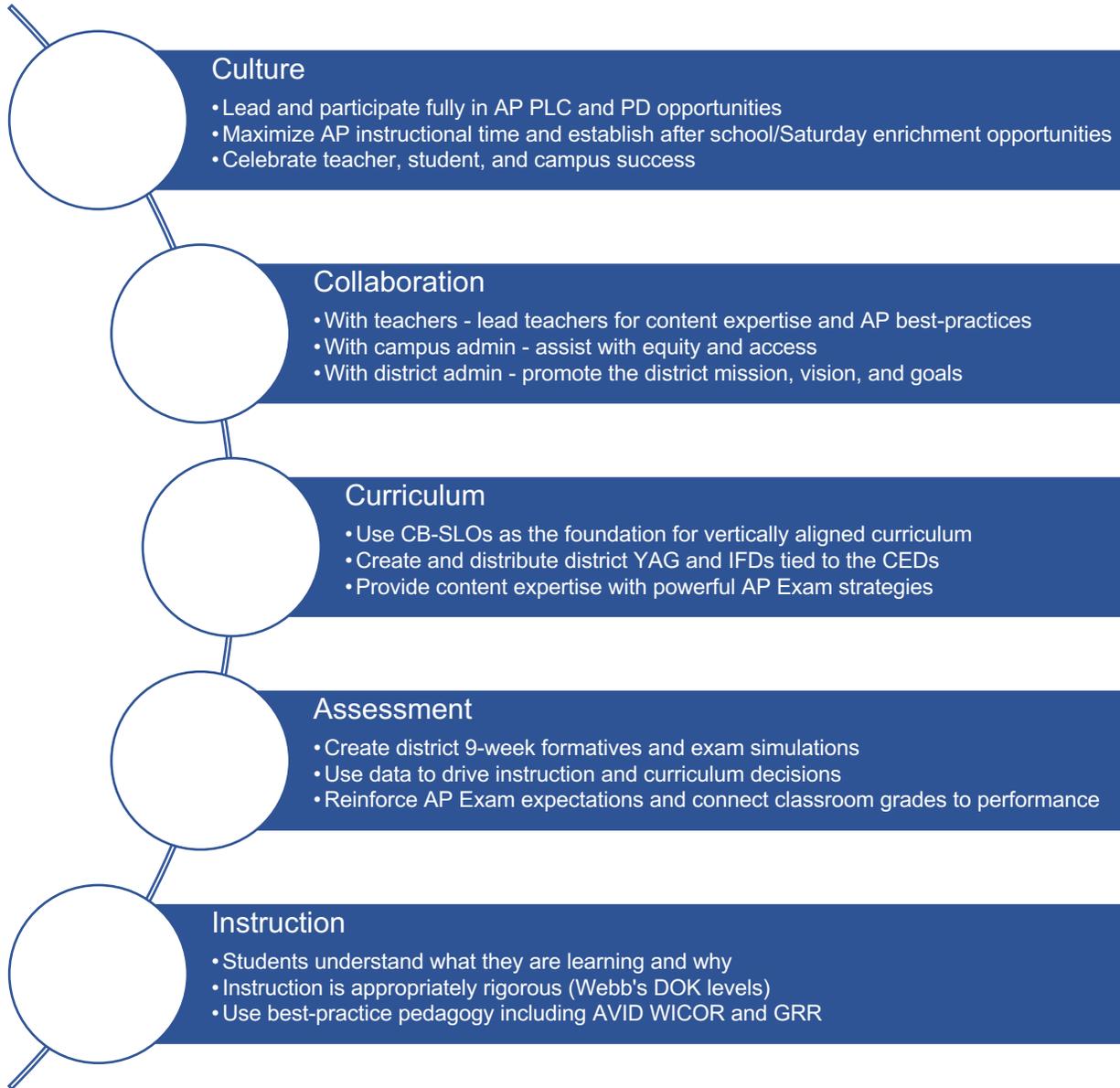
**Timeline:**

June 2019 to 8/9/19	Register Courses in AP Audit and Create Exam Sessions
8/30/19	Deadline for full year and fall semester AP Exam registration
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
11/8/19	AP Order Deadline to avoid late fees
1/24/20	Deadline for spring exam registration
2/7/20	Deadline to withdraw from spring semester AP courses
2/21/20	AP Order Deadline to avoid late fees (Spring Semester)
5/4-5/15/20	Administration of AP Exams

## TESTING COORDINATOR TIMELINE

Start Date	Complete Date	What	Who	Additional Information
Mid May	Aug 9	Submit Courses for AP Audit	AP Teachers/ AP Coordinator Verifies	<ul style="list-style-type: none"> <li>E-mail signed verified course audit receipt to <a href="mailto:KRasco@saisd.net">KRasco@saisd.net</a></li> </ul>
Aug 12	Aug 16	Create Year Long and Fall Semester AP Exam Sessions	AP Coordinators	<ul style="list-style-type: none"> <li>Using Master Schedule of ALL AP Courses on Campus, cross check to verify ALL exam sessions have been created</li> <li>E-mail a list of ALL verified exam sessions to <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a> - notify Mr. Rasco immediately if there is an issue</li> </ul>
Aug 19	Aug 30	Students AP Exam Registration for year long and fall semester courses	AP Teachers/ AP Coordinator	<ul style="list-style-type: none"> <li>Verify ALL students have been registered for the appropriate AP Exams</li> <li>Sign and date verified roster and scan to <a href="mailto:KRasco@saisd.net">KRasco@saisd.net</a> &amp; <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a></li> </ul>
Aug 19	Aug 30	Create an Exam Only Session and Register AP Exam challengers not enrolled in an AP Course	AP Coordinator	<ul style="list-style-type: none"> <li>AP Coordinator submits Advanced Academics Enrichment Forms for challengers with principal signature to <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a> and <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a></li> </ul>
Aug 30		Designate SSD Coordinator	AP Coordinator/ Principal	<ul style="list-style-type: none"> <li>Submit a SSD designation request to College Board</li> </ul>
Sept 5		AP Training	AP Coordinators/ Campus Testing Coordinators/ SSD Coordinators	<ul style="list-style-type: none"> <li>Training will cover ordering, SSD deadlines and materials, storage and receipt of materials, logistics, materials return, invoicing and payment</li> </ul>
Oct 11		Full-Year and Fall Semester AP course student withdrawal deadline	AP Teachers/ AP Coordinator Verifies	<ul style="list-style-type: none"> <li>Counselors submit google form provided by K. Rasco with students who are withdrawing</li> </ul>
Nov 8		Register all enrolled students in AP Exams without late fees	AP Exam registration without a late fee (HIT SUBMIT) Any student added after this date may cost the campus \$\$\$ (see scenario chart)	<ul style="list-style-type: none"> <li>AP Teachers ensure all students have registered for exams</li> <li>TC's remind AP Coordinator to verify AP Registration of individual students</li> <li>AP Coordinator- verify teacher roster with registered students (cross check)- send spreadsheet with list of all registered students verified to <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a> &amp; <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a></li> </ul>
Jan 6	Jan 10	AP Coordinators Create Spring Semester AP Exam sections	AP Coordinators	<ul style="list-style-type: none"> <li>Using Master Schedule of ALL AP Courses on Campus, cross check to verify ALL exam sessions have been created</li> <li>E-mail a list of ALL verified exam sessions to <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a> - notify Mr. Rasco immediately if there is an issue</li> </ul>
Jan 17		DEADLINE SSD Accommodation Requests due to College Board	SSD Coordinator	<ul style="list-style-type: none"> <li>This is a HARD Deadline- ensure students with accommodations are submitted</li> <li>Students with previously approved verified accommodations will not need to be resubmitted</li> <li>SSD Coordinator needs to submit accommodations to the Campus Testing Coordinator in writing</li> </ul>
Jan 6	Jan 24	Student AP Exam registration for Spring Semester Courses	AP Students/ AP Teachers/ AP Coordinators	<ul style="list-style-type: none"> <li>Verify ALL students have been registered for the appropriate AP Exams</li> <li>Sign and date verified roster and scan to <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a> &amp; <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a></li> </ul>
Feb 7		Spring Semester AP course student withdrawal deadline	AP Students/ AP Teachers/ AP Coordinators	<ul style="list-style-type: none"> <li>Counselors submit google form provided by K. Rasco with students who are withdrawing</li> </ul>
Feb 21		Final AP Exam Order Submission including eco dis and accommodations (HIT SUBMIT) Remove withdrawn students and add new students to the campus (see FAQ's)	AP Teachers/ AP Coordinator Verifies/ Campus Testing Coordinator	<ul style="list-style-type: none"> <li>AP Teachers ensure all students have registered for exams</li> <li>TC's remind AP Coordinator to verify AP Registration of individual students</li> <li>AP Coordinator- verify teacher roster with registered students (cross check)- send spreadsheet with list of all registered students verified to <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a> &amp; <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a></li> </ul>
April 17		Campus AP Logistics Plan Due to Testing Office	Campus Testing Coordinator/ AP Coordinator/ Principal	<ul style="list-style-type: none"> <li>Complete AP Logistics plan, get signatures from principal and AP Coordinator</li> <li>Scan AP Logistics plan to <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a></li> </ul>
May 4	May 15	AP Exam Administration	Campus Testing Coordinator/ AP Coordinator/ AP Teachers/ Principal	<ul style="list-style-type: none"> <li><b>Go TEAM!!!</b></li> </ul>
May 15		Late AP Orders- This will cost the campus \$\$\$	AP Coordinator	<ul style="list-style-type: none"> <li>Principal will need to submit a late order form to <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a> and <a href="mailto:KRasco1@saisd.net">KRasco1@saisd.net</a> explaining the rationale for ordering late and acknowledging responsibility of payment</li> </ul>
May 20	May 22	Late AP Exam Administration	Campus Testing Coordinator/ AP Coordinator/ Principal	<ul style="list-style-type: none"> <li>CTC works with admin team to verify students and create logistics</li> </ul>
Early June		AP Exam Invoices Due	AP Coordinator	<ul style="list-style-type: none"> <li>E-mail to <a href="mailto:scontreras@saisd.net">scontreras@saisd.net</a> ASAP- DO NOT Pay anything until verified by Testing Dept.</li> </ul>

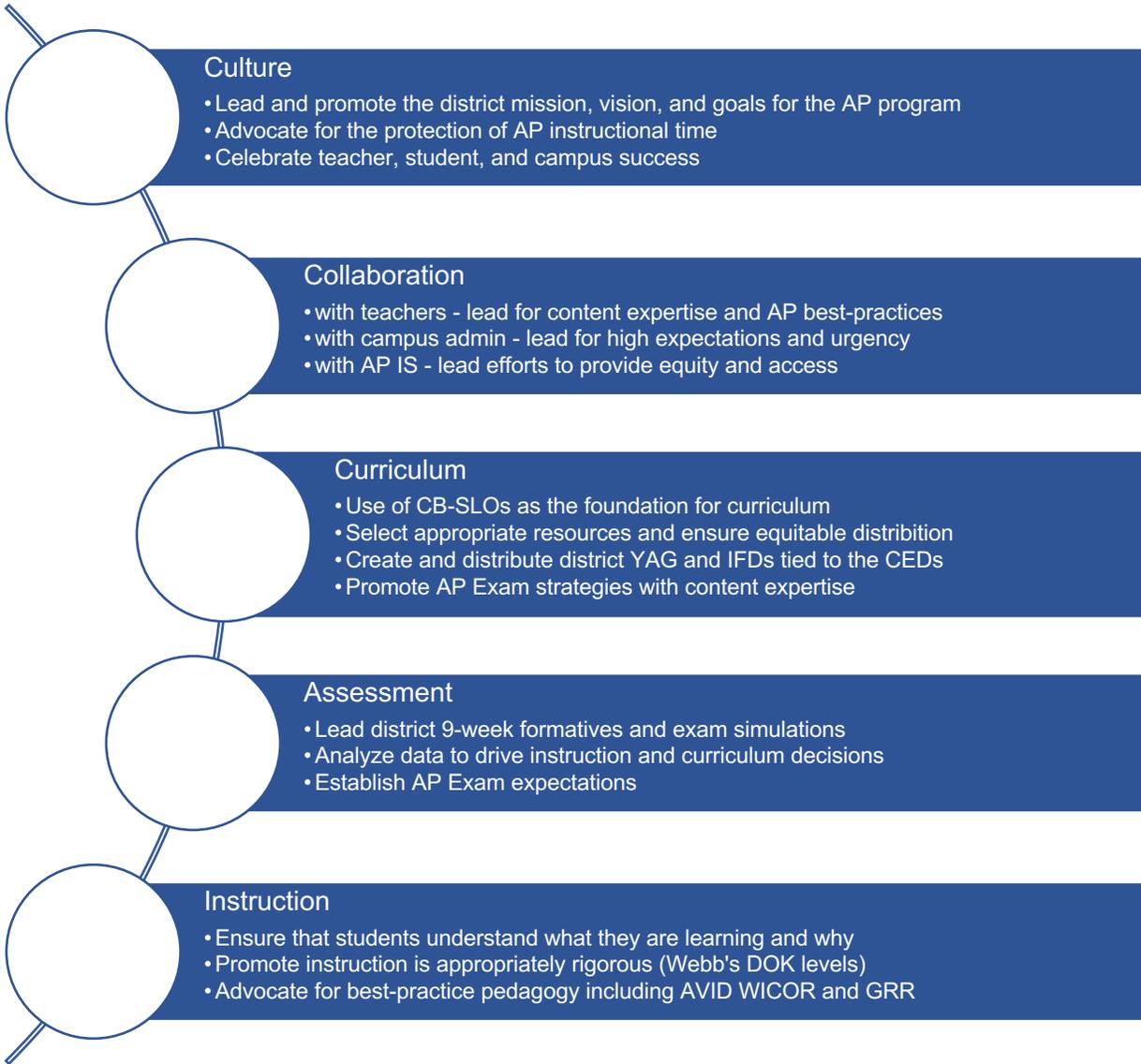
## AP IMP ROLES AND RESPONSIBILITIES



**Timeline:**

May 2019	Enroll students in AP courses using AP Potential Reports
8/30/19	Deadline for full year and fall semester AP Exam registration
August 2019	Collect AP Student Commitments and Exam Pledges
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
11/8/19	AP Order Deadline to avoid late fees
1/24/20	Deadline for spring exam registration
2/7/20	Deadline to withdraw from spring semester AP courses
2/21/20	AP Order Deadline to avoid late fees (Spring Semester)
4/6-4/17/20	Participate in AP Mock Exams
5/4-5/15/20	Administration of AP Exams

## OFFICE OF ADVANCED ACADEMICS ROLES AND RESPONSIBILITIES



**Timeline:**

May 2019	Enroll students in AP courses using AP Potential Reports
8/30/19	Deadline for full year and fall semester AP Exam registration
August 2019	Collect AP Student Commitments and Exam Pledges
10/11/19	Deadline to withdraw from year-long AP courses Deadline to withdraw from fall semester AP courses
11/8/19	AP Order Deadline to avoid late fees
1/24/20	Deadline for spring exam registration
2/7/20	Deadline to withdraw from spring semester AP courses
2/21/20	AP Order Deadline to avoid late fees (Spring Semester)
4/6-4/17/20	Promote AP Mock Exams
5/4-5/15/20	Administration of AP Exams

## FIRST NINE-WEEKS CALENDAR

Jul 28	29 IC Academy AM Welcome PM Content	30 IC Academy AM Coaching PM Content	31	Aug 1	2	3
4	5 Campus PD	6 District Curriculum Day	7 Convocation AM Campus PD PM	8 Teacher Workday	9 Teacher Workday Enter/Approve all AP Courses in Audit	10
11	12 Begin 9-wks	13	14	15	16 Create AP Course Exam Sections	17
18	19	20 IC Academy Attend the Performance Matters Session	21 IC Academy Attend the Performance Matters Session	22	23 Pre-AP PLC with Core 8:30-10:30am	24
25	26	27 HS Dept Chair	28	29 AP Admin PLC Room 21 2:00-4:00 pm	30 Student AP Exam Reg. Deadline for Year-Long and Fall Classes	31
Sep 1	2 Holiday Labor Day	3	4	5 AP Exam training with the Testing Center	6	7
8	9	10	11	12	13 AP PLC Portable 554	14 EPIC Saturday
15	16	17	18	19	20 Student Holiday Campus PD	21
22	23	24 HS Dept Chair	25 IC Academy Attendance is Optional	26	27	28
29	30 AP Formatives	Oct 1 AP Formatives	2 AP Formatives	3 AP Formatives	4 Pre-AP PLC with Core 8:30-10:30am AP Formatives	5
6	7 Holiday Fall Break	8 AP Formatives	9 AP Formatives	10 AP Formatives	11 End 9-wks AP year-long / fall withdrawal deadline AP Formatives	12

## SECOND NINE-WEEKS CALENDAR

Oct 13	14 Student Holiday Campus PD	15 Begin 9-wks	16	17	18 AP PLC Room 21	19 EPIC Saturday
20	21	22 HS Dept Chair	23 IC Academy  Attendance is Optional	24	25	26
27	28	29	30	31 AP Admin PLC  Room 21 2:00-4:00 pm	Nov 1 Pre-AP PLC with Core 8:30-10:30am	2
3	4	5	6	7	8 AP PLC Room 21  <b>AP Coord. Order Submit</b>	9 PD-n-PJs
10	11	12	13	14	15	16
17	18	19 HS Dept Chair	20 IC Academy  Attendance is Optional	21	22	23
Dec 1	2	3	4	5	6 AP PLC Room 21	7 PD-n-PJs
8	9 STAAR/EOC  AP Formatives	10 STAAR/EOC  AP Formatives	11 STAAR/EOC  AP Formatives	12 STAAR/EOC  AP Formatives	13 STAAR/EOC Pre-AP PLC with Core 8:30-10:30am  AP Formatives	14
15	16 AP Formatives	17 AP Formatives	18 AP Formatives	19 AP Formatives	20 End 9-wks  AP Formatives	21

## THIRD NINE-WEEKS CALENDAR

Jan 5	6 Student Holiday Campus PD	7 Begin 9-wks Ad. Ac. Scholar Celebration	8	9	10	11
12	13	14	15	16	17 Pre-AP PLC with Core 8:30-10:30am	18
19	20 Holiday  MLK Jr.	21	22	23 AP Admin PLC  Room 21 2:00-4:00 pm	24 Student AP Exam Registration Deadline for Spring Classes	25
26	27	28 HS Dept Chair	29 IC Academy  Attendance is Optional	30	31	Feb 1 Unconference
2	3	4	5	6 AP PLC Room 21	7 Spring AP withdrawal deadline	8
9	10	11	12	13	14	15
16	17 Holiday  President's Day	18	19	20	21 Pre-AP PLC with Core 8:30-10:30am  AP Coord. Order Submit	22
23	24 AP Formatives	25 HS Dept Chair  AP Formatives	26 IC Academy  Attendance is Optional	27 AP Formatives	28 AP Formatives	29 EPIC Saturday
Mar 1	2 AP Formatives	3 AP Formatives	4 AP Formatives	5 AP Formatives	6 End 9-wks Student Early Release Campus PD AP PLC Rm21	7

## FOURTH NINE-WEEKS CALENDAR

Mar 15	16 Begin 9-wks	17 HS Dept Chair	18	19	20	21 AP Super Saturday @ Jefferson 
22	23	24	25	26	27 Pre-AP PLC with Core 8:30-10:30am	28
29	30	31	Apr 1	2	3	4 AP Super Saturday @ YWLA 
5	6 AP Mock Exams	7 STAAR/EOC	8 STAAR/EOC	9 STAAR/EOC	10 Holiday  Easter	11
12	13 AP Mock Exams	14 AP Mock Exams	15 AP Mock Exams	16 AP Mock Exams  AP PLC Room 21	17 AP Mock Exams	18
19	20	21	22	23	24 Holiday  Battle of Flowers	25
26	27	28 HS Dept Chair	29	30	May 1 AP PLC	2 AP Super Saturday @ Highlands 
3	4 AP Exams	5 AP Exams	6 AP Exams	7 AP Exams	8 AP Exams	9
10	11 AP Exams	12 AP Exams	13 AP Exams	14 AP Exams	15 AP Exams	16 PD-n-PJs
17	18 AP final projects in lieu of final exams	19 AP final projects in lieu of final exams	20 AP final projects in lieu of final exams	21 AP final projects in lieu of final exams	22 AP final projects in lieu of final exams	23
24	25 Holiday  Memorial Day	26 AP final projects in lieu of final exams	27 End 9-wks AP final projects in lieu of final exams	28 Teacher Workday  Bad Weather	29	30
31	Jun 1 IC Academy	2 IC Academy	3	4 Last day of IS Calendar	5	6

## SUGGESTED SQUARE ROOT GRADING CONVERSION ALIGNED WITH COLLEGE BOARD GRADING PRACTICES

Raw Score	AP Score	Square Root Conversion	Raw Score	AP Score	Square Root Conversion	Raw Score	AP Score	Square Root Conversion
1	1	10	34	2	58	67	3	82
2		14	35		59	68		82
3		17	36		60	69		83
4		20	37		61	70		84
5		22	38		62	71		84
6		24	39		62	72		85
7		26	40		63	73		85
8		28	41		64	74		86
9		30	42		65	75		87
10		32	43		66	76		87
11		33	44		66	77		88
12		35	45		67	78		88
13	2	36	46	3	68	79	4	89
14		37	47		69	80		89
15		39	48		69	81		90
16		40	49		70	82		91
17		41	50		71	83		91
18		42	51		71	84		92
19		44	52		72	85		92
20		45	53		73	86		93
21		46	54		73	87		93
22		47	55		74	88		94
23		48	56		75	89		94
24		49	57		75	90		95
25	50	58	76	91	95			
26	2	51	59	3	77	92	5	96
27		52	60		77	93		96
28		53	61		78	94		97
29		54	62		79	95		97
30		55	63		79	96		98
31		55	64		80	97		98
32		57	65		81	98		99
33		57	66		81	99		99
						100		100

Column 1 = raw score on a 0-100 scale; Column 2 = AP 1-5 Scale;  
Column 3 = the square root conversion to enter into the gradebook

## ADVANCED ACADEMICS UIL WAIVER TO PARTICIPATE

San Antonio ISD and the Department of Advanced Academics has set the goal for each student to participate in at least one advanced academics experience in their school career. To meet this goal, district policies and procedures have been designed to encourage students to take academic risks by providing a waiver for UIL eligibility due to a failing grade in a Pre-AP, AP, Pre-IB, IB, Dual Credit, LOTE IV-VII, Honors, or other advanced course outlined in district policy.

If a student has earned a failing grade in one of these courses, a UIL waiver application must be completed to grant permission to participate in UIL extracurricular events. The UIL waiver application can be found on the Advanced Placement page of the [SAISD website](#). This waiver is subject to the following conditions and limitations:

- 1) Students who earn between a 60 and a 69 at the end of an eligibility period are eligible for participation.
- 2) Students who earn between a 50 and a 59 at the end of an eligibility period must also apply for a waiver. The assigned campus administrator may grant a waiver as long as the following conditions have been met:
  - The student does not have multiple zeros in the waived course;
  - The student's attendance is in good standing in the waived course;
  - The student's discipline is in good standing in the waived course;
  - The student is participating in tutorial opportunities for the waived course;
  - The student has notified the teacher of the waived course, UIL coach or sponsor, parents or guardians, and campus administration through the use of the Advanced Academics UIL Waiver Application of their intention to request a waiver;
  - The above parties have agreed to grant the waiver.

Students who earn below a 50 at the end of an eligibility period are not eligible for a waiver.

Students must be notified by campus administration if they have been granted a waiver before they can participate in any UIL extracurricular activity.

## AP EXAM CHALLENGERS

Campus administration, with the consent and assistance of the Office of Advanced Academics is able to recommend students for an opportunity to challenge an AP Exam. AP Exam challengers take an AP Exam without enrolling in the AP course for that exam. This option is open academically motivated and prepared students enrolled at a campus in SAISD who meet the required conditions outlined below:

### 1. Eligibility:

- a. The student must be enrolled full-time at the campus wishing to grant an AP Exam challenge opportunity.
- b. The student must be unable to take the course due to a scheduling issue or the course must not be available for the student to take at that campus.
- c. Students must complete an Advanced Academics Commitment Form and an AP Examination Pledge.

### 2. Deadlines and fees:

- a. The deadline for students to register to challenge an AP Exam is October 11<sup>th</sup>. Students must register to take the AP Exam they wish to challenge by this date. Any student who wishes to challenge an AP Exam after this date will not receive assistance with AP Exam fees from the district.
- b. After October 11<sup>th</sup>, any student who withdraws from challenging an AP Exam is subject to an exam fee of up to \$94.00 in addition to a \$40.00 late fee/unused exam fee. Any student who withdraws from challenging an AP exam after this date will be expected to reimburse the district for these fees that are charged by the College Board.
- c. Students who challenge an AP Exam and do not take it are subject to a fee of up to \$94.00 in addition to a \$40.00 unused exam fee. Any student who fails to attend an AP exam they have challenged will be expected to reimburse the district for these fees that are charged by the College Board.
- d. Students who not fulfill the requirement of the enrichment program outlined below may be required to reimburse the district for fees that are charged by the College Board.

### 3. Enrichment Program:

- a. The student must find a sponsor teacher that will commit to prepare them for the AP Exam. This enrichment program will include exam strategies, skills, and content knowledge. The student must abide by the requirements of their sponsor teacher.
- b. The student must commit to attend enrichment lessons held outside the regularly scheduled school day as outlined by their sponsor teacher.
- c. The student must commit to take a Mock AP Exam in April.



## ADVANCED ACADEMICS STUDENT COMMITMENT

San Antonio Independent School District encourages every student to graduate from high school with at least one advanced academic core course credit such as Pre-Advanced or Advanced Placement (Pre-AP/AP). Completing these college level courses taught by high school teachers with special training and creating high level learning experiences has been shown to increase a student’s likelihood for completing a bachelor’s degree in college, and often leads to higher college GPAs (*Hargrove, Godin & Dodd, 2007; Dodd and Keng, 2008*). By signing this form, each stakeholder signifies that they are working collaboratively to reach the highest levels of success.

### Advanced Academics

Pre-AP/AP courses are designed to challenge students beyond grade level academic courses and prepare them for success in future advanced coursework. Students often require additional encouragement and support from both family and educators to be successful.

Students who choose to participate in Pre-AP/AP classes must successfully complete pre-requisite coursework and demonstrate mastery on course-related state-mandated performance assessments prior to enrollment in the chosen course.

### Student Commitment

The student commits to advanced academics by recognizing the long-term benefits of participation and seeking assistance when needed. As a student in a Pre AP/ AP course:

- I understand that advanced academic courses may seem challenging at first and initial grades may not reflect later grades in the course.
- In the event that I encounter difficulties with the course content, I will conference with my teacher about my progress, and attend recommended tutorials.
- I understand that course changes will be contingent on space availability, extenuating circumstances, the teacher’s appraisal of my potential for success in the course, and the timing of the request.
- I understand that successful completion of an AP exam can yield college credit, and that taking the exam is an expectation for me as a student taking the course.
- I understand that participation in advanced coursework prepares me well for college, increases my chances of finishing a college degree in four years and earning a high college GPA.
- I understand that the deadline for withdrawal from an AP course is October 11th for year-long courses as well as fall semester courses and February 7<sup>th</sup> for spring semester courses to avoid an unused exam fee of up to \$94.00.

Student Signature

Date

----- Continued on Back -----

**Parent Commitment**

The parent commits to advanced academics by supporting and valuing student learning in the advanced academics course and by supporting teacher efforts to provide rigorous, quality instruction. As a parent of a student enrolled in a Pre-AP/AP course:

- I will encourage my child to be prepared for class every day.
- I understand that advanced academics courses may seem challenging at first and initial grades may not reflect later grades in the course.
- If my child encounters difficulties with the course content, I will expect my child to conference with the teacher and attend recommended tutorials.
- Prior to initiating a request for my child to exit the course, I will contact the teacher for his/her input.
- I understand that schedule changes will be contingent on space availability, extenuating circumstances, and the teacher’s appraisal of my potential for success in the course, and the timing of the request.
- I understand that the deadline for withdrawal from an AP course is October 11th for year-long courses as well as fall semester courses and February 7<sup>th</sup> for spring semester courses to avoid an unused exam fee of up to \$94.00.

.....  
Parent Signature

.....  
Date

**Teacher Commitment**

The teacher commits to advanced academics by encouraging student participation and success, planning for student learning, providing rigorous, quality instruction, and offering assistance for struggling students. As a teacher of a Pre-AP/AP course:

- I will teach the course following the course outline authorized by the College Board for my AP course.
- I will provide quality instruction at an advanced level that includes both rich, deep and broad content, and strategies for learning and approaching the AP exam.
- I will give ample opportunities for students to be successful.
- I will assign work that is meaningful and relevant to the student learning objectives provided by the College Board.
- I know that students are enrolled in many other courses and that workload for this course must not be unreasonably time consuming.
- I will provide appropriate tutorial opportunities for students.

.....  
Teacher Signature

.....  
Date

**Campus Commitment**

The campus commits to advanced academics by communicating the value of advanced coursework, recruiting students with potential for success, encouraging student commitment, and supporting advanced academics instruction.

.....  
Principal Signature

.....  
Date



ADVANCED ACADEMICS  
**ADVANCED PLACEMENT**  
SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## STUDENT EXAMINATION PLEDGE

The San Antonio Independent School District provides the opportunity for all Advanced Placement students to earn college credit by assuming the full cost of each Advanced Placement Exam. As a result of this investment, it is crucial that every student understand their responsibility to take the AP Exam for every AP class they are enrolled in. Students who fail to appear for an AP Exam are responsible to reimburse the district for the cost incurred for this unused exam which is up to \$94.00.

I, \_\_\_\_\_, fully understand the expectation for me to take an AP Exam for each AP course I am enrolled in. I further understand the cost of each AP exam is up to \$94.00 and is paid by SAISD in advance for ordering purposes. By signing this letter, I agree to allow the district to purchase the exam(s) on my behalf and understand that failure on my part to sit for my exam(s) could result in the district seeking full reimbursement for an unused exam prior to graduation. I understand that the deadline for withdrawal from an AP course is October 11th for year-long courses as well as fall semester courses and February 7<sup>th</sup> for spring semester courses.

Student Printed Name

Student ID

Grade Level

Student Signature

Date

Parent Printed Name

Parent Signature

Date

AP Teacher Signature

Date

----- Exam Schedule on Back -----

ADVANCED PLACEMENT PROGRAM GUIDE 2019-2020 SCHOOL YEAR

2020 AP Exam schedule			
Week 1	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time	Afternoon 2 p.m. Local Time
Monday, May 4, 2020	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 5, 2020	Calculus AB  Calculus BC	German Language and Culture  Human Geography	
Wednesday, May 6, 2020	English Literature and Composition	European History  Physics 2: Algebra-Based	
Thursday, May 7, 2020	Chemistry  Spanish Literature and Culture	Japanese Language and Culture  Physics 1: Algebra-Based	
Friday, May 8, 2020	United States History	Art History  Computer Science A	
	<p>AP 2-D Art and Design, 3-D Art and Design, and Drawing – last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly.</p> <p>Teachers should have forwarded students' completed digital portfolios to coordinators before this date.</p>		

2020 AP Exam schedule		
Week 2	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time
Monday, May 11, 2020	Biology	Chinese Language and Culture  Environmental Science
Tuesday, May 12, 2020	Seminar  Spanish Language and Culture	Latin  Psychology
Wednesday, May 13, 2020	English Language and Composition	Microeconomics  Music Theory
Thursday, May 14, 2020	Comparative Government and Politics  World History: Modern	Italian Language and Culture  Macroeconomics
Friday, May 15, 2020	Computer Science Principles  French Language and Culture	Statistics



## Forming Ground Rules (Creating Norms)

*Developed by Marylyn Wentworth.*

Gaining agreement around Ground Rules, or Norms, are important for a group that intends to work together on difficult issues, or who will be working together over time. They may be added to, or condensed, as the group progresses. Starting with basic Ground Rules builds trust, clarifies group expectations of one another, and establishes points of “reflection” to see how the group is doing regarding process.

### Time

Approximately 30 minutes

### Process

1. Ask everyone to **write down what each person needs in order to work productively in a group**, giving an example of one thing the facilitator needs, i.e. “to have all voices heard,” or “to start and end our meetings when we say we will.” (This is to help people focus on process rather than product.)
2. **Each participant names one thing from her/his written list**, going around in a circle, with no repeats, and as many circuits as necessary to have all the ground rules listed.
3. **Ask for any clarifications** needed. One person may not understand what another person has listed, or may interpret the language differently.
4. **If the list is VERY long — more than 10 Ground Rules — ask the group if some of them can be combined to make the list more manageable.** Sometimes the subtle differences are important to people, so it is more important that everyone feel their needs have been honored than it is to have a short list.
5. **Ask if everyone can abide by the listed Ground Rules.** If anyone dislikes or doesn’t want to comply with one of them, that Ground Rule should be discussed and a decision should be made to keep it on the list with a notation of objection, to remove it, or to try it for a specified amount of time and check it again.
6. **Ask if any one of the Ground Rules might be hard for the group to follow.** If there is one or more, those Ground Rules should be highlighted and given attention. With time it will become clear if it should be dropped, or needs significant work. Sometimes what might appear to be a difficult rule turns out not to be hard at all. “Everyone has a turn to speak,” is sometimes debated for example, with the argument that not everyone likes to talk every time an issue is raised, and others think aloud and only process well if they have the space to do that. Frequently, a system of checking in with everyone, without requiring everyone to speak, becomes a more effective Ground Rule.
7. **While work is in progress, refer to the Ground Rules whenever they would help group process.** If one person is dominating, for example, it is easier to refer to a Ground Rule that says, “take care with how often and how long you speak,” than to ask someone directly to stop dominating the group.
8. **Check in on the Ground Rules when reflection is done on the group work.** Note any that were not followed particularly well for attention in the next work session. Being sure they are followed, refining them, and adding or subtracting Ground Rules is important, as it makes for smoother work and more trust within the group.

Protocols are most powerful and effective when used within an ongoing professional learning community and facilitated by a skilled facilitator. To learn more about professional learning communities and seminars for facilitation, please visit the School Reform Initiative website at [www.schoolreforminitiative.org](http://www.schoolreforminitiative.org).





## PROFESSIONAL LEARNING COMMUNITY AGENDA

Norms:

<b>A</b> sk Questions
<b>E</b> ngage fully in the learning process
<b>I</b> ntegrate new information
<b>O</b> pen your mind to diverse views
<b>U</b> tilize what you learn
Monitor <b>Y</b> our digital routines

Agenda Items:

1

---

---

2

---

---

3

---

---

4

---

---

Action Items:

1

---

---

2

---

---

3

---

---

4

---

---

Notes:

---

---

---



## ADVANCED PLACEMENT CHANGE OF PLACEMENT

The purpose of this change of placement is to ensure that students will find success in their course selections. This process is not meant to exclude, but to include students in an educational environment that will best suit their individual needs. Students may come under review for academic purposes only. To change a student's placement, a majority recommendation must be met from the teacher, student, parents/ guardians, counselors, and administration and only after all options for remediation are exhausted.

The student requests a schedule review for the following reason(s):

**Student/ Teacher requirements to complete review:**

- All assignments and homework completed
- All recommended tutorials attended
- Implemented teacher and parent recommendations for improvement

Student Signature

Teacher Signature

**Counselor/ Parent requirements to complete review:**

- Implications of a change in course placement have been outlined for parents/ guardians as well as the student
- Options have been provided for an alternative pathway to college and career readiness
- Removal from an AP class impacts the potential for earning college credit

Counselor Signature

Parent Signature

**Administration requirements to complete review:**

I certify that the process for changing a student's placement has been followed with the goal of supporting the student in an educational environment that meets their individual needs and provides for their continued success towards college and career readiness.

**This procedure has been completed before October 11<sup>th</sup> for year-long courses as well as fall semester courses and February 7<sup>th</sup> for spring semester courses.**

- Change of course granted
- Change of course denied

Justification for decision:

AP Administrator or Principal Signature

Date



## ADVANCED COURSE UIL WAIVER APPLICATION

Student Name	Student ID#	Date
Advanced Course	Teacher	Campus

With the goal of having all students participate in Advanced Academics experiences in their school career, this application is designed to encourage students to take academic risks by providing a waiver for UIL eligibility due to a failing grade in a Pre-AP, AP, Pre-IB, IB, Dual Credit, LOTE IV-VII, Honors, or other advanced course outlined in district policy. This waiver application must be filled out completely in order to apply for a waiver for UIL extracurricular participation for each advanced course that meets criteria.

**STEP 1: Student and Parent/Guardian Section**

Reason for low grade (briefly describe what caused you to fail this course):

Plan to Improve Grade (briefly describe your plans to improve in this course):

Student Signature	Date
Parent/Guardian Signature	Date

*Students must be notified if they have been granted a waiver before they can participate in any UIL extracurricular activity.*

STEP 2: Advanced Course Verification

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. The student has earned a grade between a 50 and 59 at the end of the eligibility period. |
| <input type="checkbox"/> | 2. The student does not have multiple zeros in the waived course.                           |
| <input type="checkbox"/> | 3. The student's attendance is in good standing in the waived course.                       |
| <input type="checkbox"/> | 4. The student's discipline is in good standing in the waived course.                       |
| <input type="checkbox"/> | 5. The student is participating in tutorial opportunities.                                  |

Teacher Signature

Date

STEP 3: UIL Coach/ Sponsor

What academic achievement efforts can be supported to ensure the student improves in this course:

----------------------

UIL Coach/Sponsor Signature

Date

STEP 4: Campus Administrator

Waiver Granted Y / N	
Administrator Signature	Date
Notes:     	