



ADVANCED ACADEMICS

ADVANCED PLACEMENT

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



ADVANCED PLACEMENT PROGRAM GUIDE

2020-2021 School Year

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REVISION 5 - UPDATED 9/14/2020

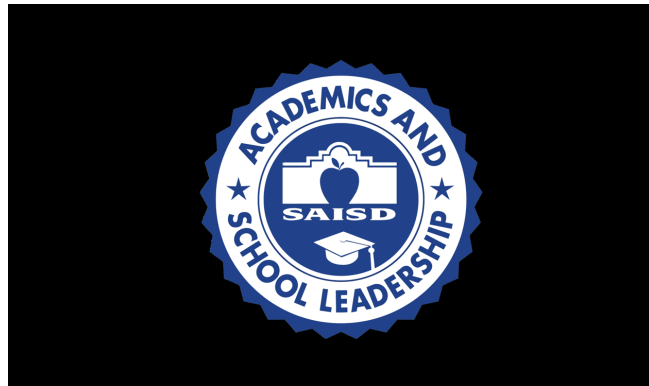
ADVANCED PLACEMENT PLATFORM

Mission: to prepare students to enroll, attend, and successfully complete a postsecondary education

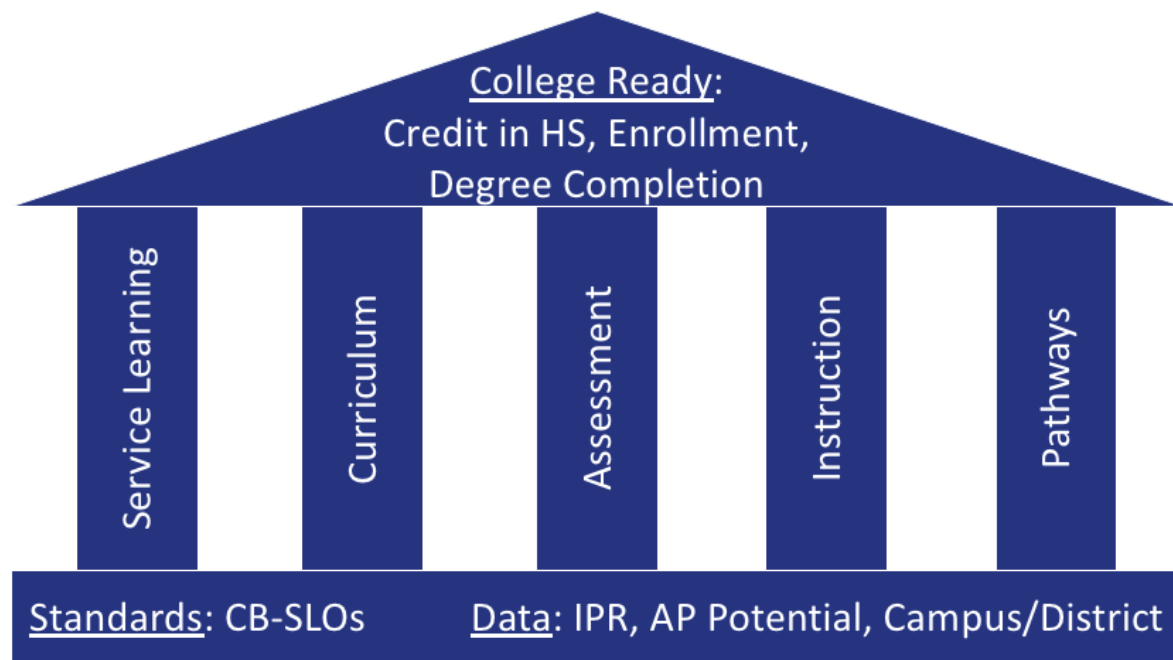
Vision: to become the district of choice for Advanced Academics

Goals 2020-2021:

- 5% growth in qualifying scores
- Most students earn at least 2's
- Top 10% are AP Scholars at each high school
- Aligned curriculum, instruction, and assessment
- Growth of AP Computer Science Principles



<https://youtu.be/eBy5OQIR2mI>



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 College Board Student Learning Objectives
- 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 a postsecondary education

DISTRICT AND CAMPUS CONTACTS

Advanced Placement Implementation Specialists

Subject/ Campus	AP IS Name	Email
Statistics & Calculus/ YWLA	Joseph Ibarra	jibarra5@saisd.net
English Language/ Highlands	Mary Guerrero	mguerrero2@saisd.net
English Literature/ Highlands	Kristin Polansky	kpolansky1@saisd.net
Environmental Sci/ Houston	Dana Kincaid	dkincaid1@saisd.net
Gov. and Macro./ Edison	Jeremy Guerrero	jguerrero7@saisd.net
Psychology/ YWLA	Joy Scrivener	jscrivener1@saisd.net
US History/ Lanier	Mary Diaz	mdiaz7@saisd.net
World History/ Jefferson	Caroline Castellanos	ccastellanos1@saisd.net
World Languages/ Jefferson	Anne-Marie Black	ahilton1@saisd.net

Campus Advanced Placement Administrators

Campus	Administrative Staff	Email
ALA	Jennifer Barber	jbarber2@saisd.net
Bonham Academy	Karen Klingsporn	kklingsporn1@saisd.net
Brackenridge	Mandie Holtsford	mholtsford2@saisd.net
Burbank	Joan Jenkins	jjenkins1@saisd.net
CAST Med	Gustavo Cordova	gcordova@saisd.net
CAST Tech	Olympia Torres	otorres2@saisd.net
Edison	Norma Martinez	nmartinez10@saisd.net
Fox Tech	Kate Nelson	knelson1@saisd.net
Highlands High	Gerardo Arizpe	garizpe@saisd.net
Herff Academy	Charity Nathaniel	cnathaniel1@saisd.net
Houston	Michael Flores	mflores19@saisd.net
P-Tech @ Sam Houston	Ashlyn Barrientes	aparrish1@saisd.net
Jefferson	Christopher Stanley	cstanley1@saisd.net
Lanier	Colin Doggett	cdoggett1@saisd.net
Phoenix/ Cooper	Claudio Garcia	clagarcia@saisd.net
Poe Middle	Lilliana Padilla	lpadilla1@saisd.net
Rogers Academy	Able Hernandez	ahernandez33@saisd.net
St. Philip's	Greg Hiatt	ghiatt1@saisd.net
Tafolla Middle	Cynthia Balle	cballe@saisd.net
Travis ECHS	Edwina Villareal	evillareal8@saisd.net
Whittier Middle	Emerald Jimenez	ejimenez@saisd.net
YMLA	Candace Dodd	cdodd1@saisd.net
YWLA	Wendye Watson	wwatson2@saisd.net

District Advanced Academics Team

Position	Name	Email
Advanced Placement	Kevin Rasco	krasco1@saisd.net
AVID	Cynthia Martinez	cmartinez10@saisd.net
Dual Credit	Dr. Annelise Vela	cvela1@saisd.net
Gifted and Talented	Christine Williamson	cwilliamson1@saisd.net
World Languages	Martha Vasquez	mvasquez3@saisd.net

Executive Director for Curriculum and Instruction
Kendra Doyle – kdoyle1@saisd.net

SAISD AP COURSE OFFERINGS

	001 - Brackenridge	002 - Burbank	003 - Edison	004 - Fox Tech	005 - Highlands	006 - Houston/P-Tech	007 - Jefferson	008 - Lanier	022 - Travis	023 - WMLA	024 - Phoenix/Cooper	025 - St. Philip's	026 - ALA	027 - Cast Tech	028 - Cast Med	177 - YMLA
AP Calculus AB	✓	✓	✓		✓		✓	✓	✓	✓						
AP Calculus BC																
AP Statistics			✓			✓	✓	✓	✓	✓				✓		
AP Comp. Princ.		✓	✓		✓	✓	✓	✓						✓		✓
AP Comp. A																
AP Biology			✓	✓			✓	✓		✓						
AP Chemistry																
AP Enviro. Sci.			✓		✓	✓			✓	✓			✓	✓		
AP Physics 1																
AP English Lang.	✓		✓	✓	✓	✓	✓	✓	✓	✓				✓		
AP English Lit.	✓		✓	✓	✓	✓	✓	✓		✓				✓		
AP Seminar		✓				✓				✓						✓
AP Research																
AP Art History	✓															
AP Euro. History			✓													
AP Human Geo.	✓	✓			✓	✓	✓	✓	✓	✓			✓	✓	✓	
AP Macro	✓		✓		✓	✓	✓	✓					✓	✓		
AP Psychology			✓		✓	✓	✓	✓		✓			✓	✓		
AP US History	✓		✓	✓	✓	✓	✓	✓		✓			✓	✓		
AP US Gov.	✓	✓	✓		✓	✓	✓	✓		✓			✓	✓		
AP World History	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓		
AP French							✓									
AP Japanese								✓								
AP Spanish Lang.	✓	✓	✓	✓	✓	✓	✓	✓		✓			✓	✓	✓	
AP Spanish Lit.	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓			
AP Music Theory					✓											
AP Studio 2D					✓				✓	✓	✓					
AP Studio 3D																
AP Studio Draw.	✓	✓														

AP Spanish Language & Culture is also offered at the following middle schools and academies:

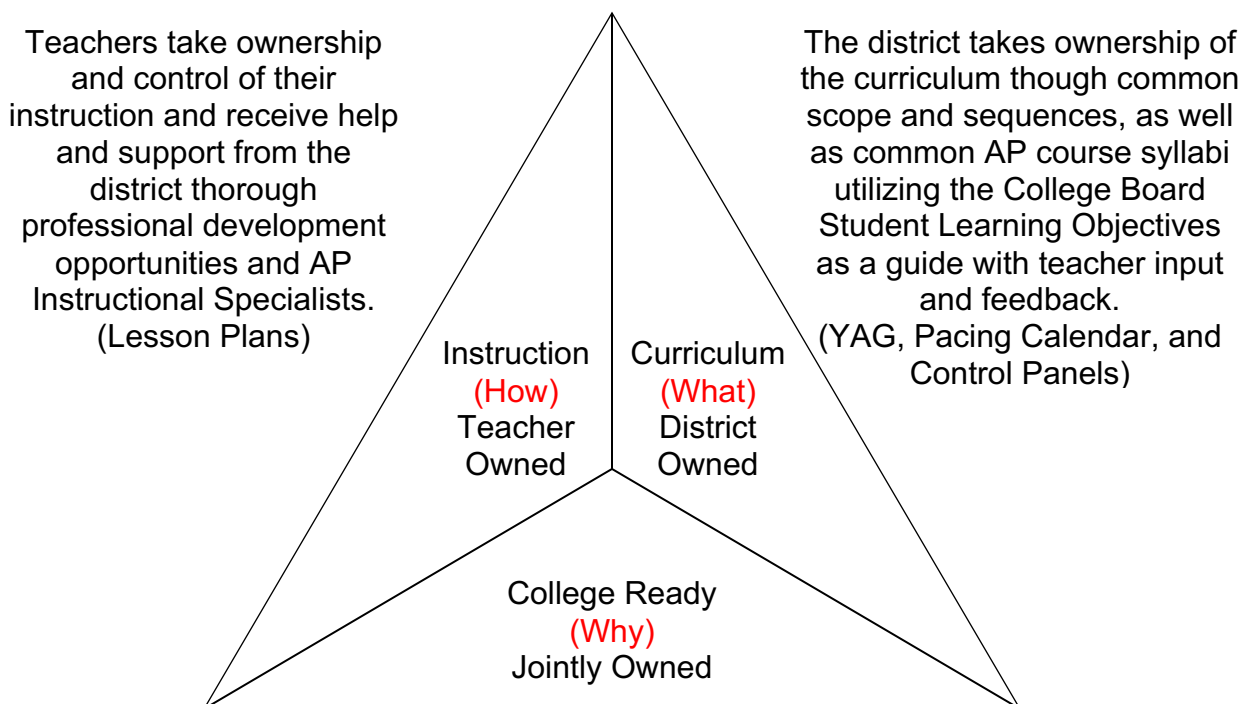
054 - Poe Middle	059 – Whittier Middle
061 - Tafolla Middle	107 - Bonham Academy
132 - Herff Academy	161 – Will Rogers Academy

If you do not see an AP course you wish to take at your high school campus, please refer to the SAISD AP Exam Challenge Procedure located later in this program guide.

PHILOSOPHY OF ADVANCED PLACEMENT

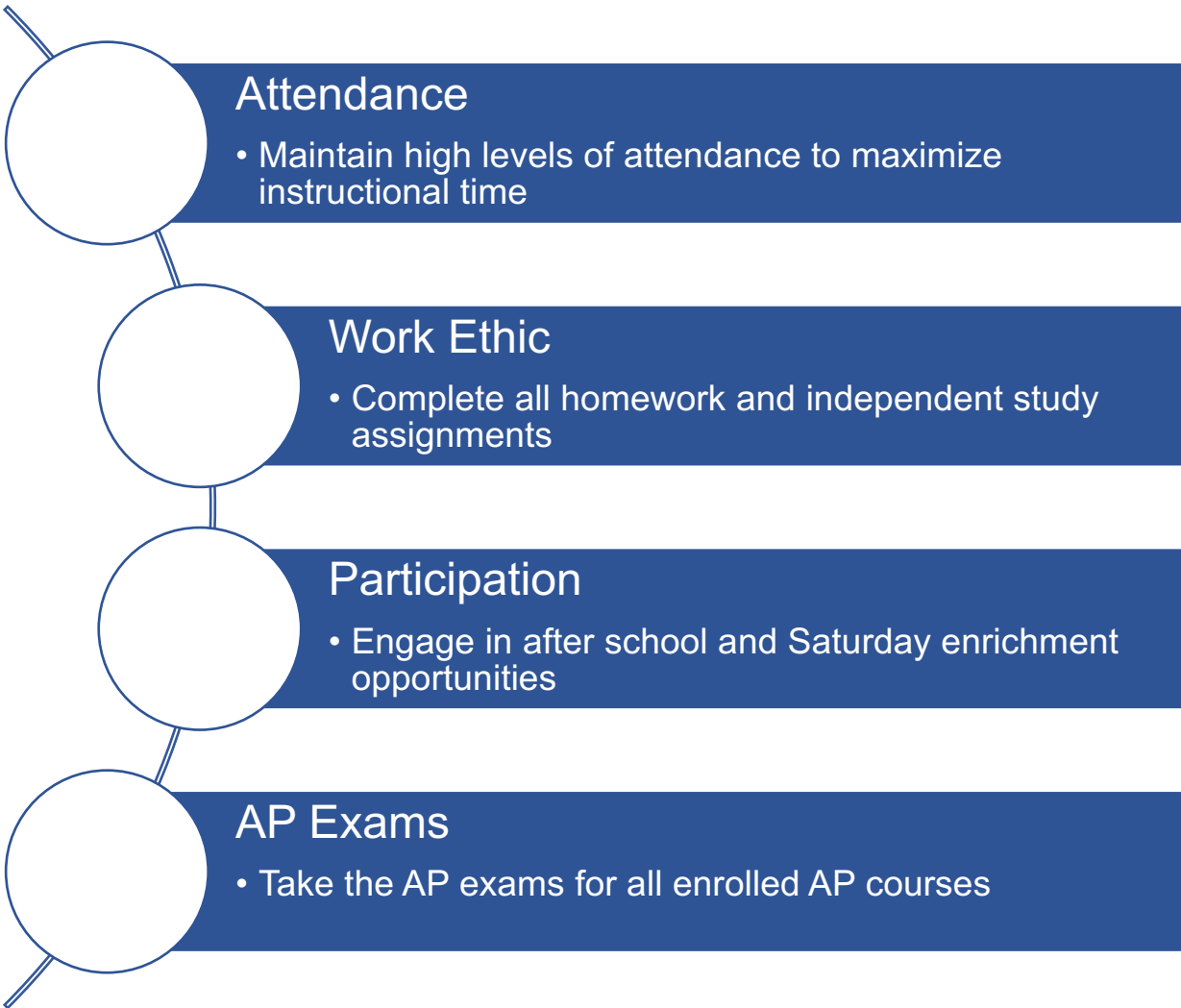
The College Board has established Student Learning objectives (CB-SLOs) for all Advanced Placement courses. It is the policy of SAISD to build AP courses around these CB-SLOs. In order to do this:

- 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 Pacing Calendar, and Unit Planners.
- 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.



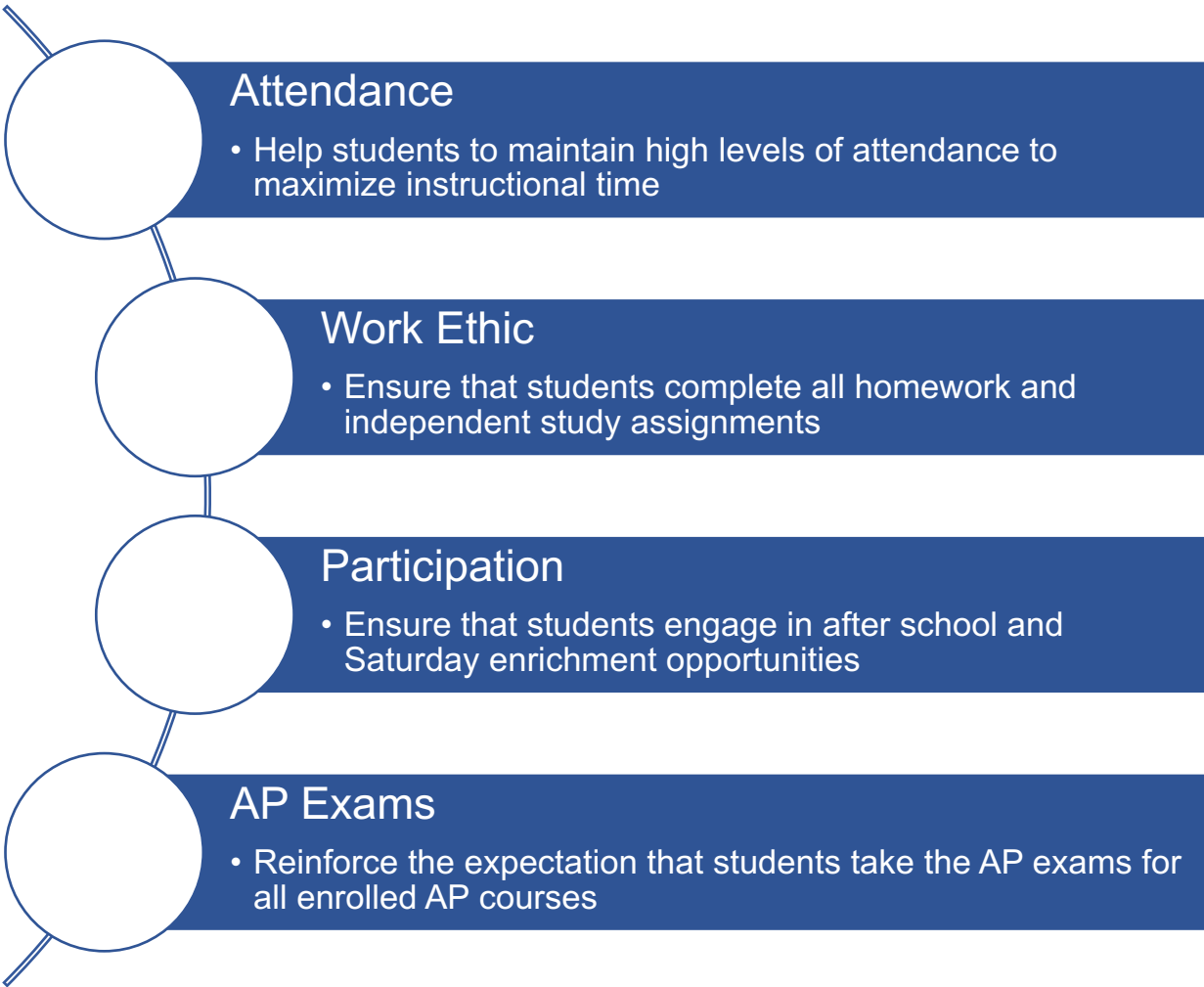
College Ready is a joint effort between the district and teachers and is evaluated through AP Exam performance. The district will develop with teacher input common nine-week formatives and common AP Exam simulations. Teachers will design short and frequent checkpoints for understanding and informal assessments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

STUDENT ROLES AND RESPONSIBILITIES



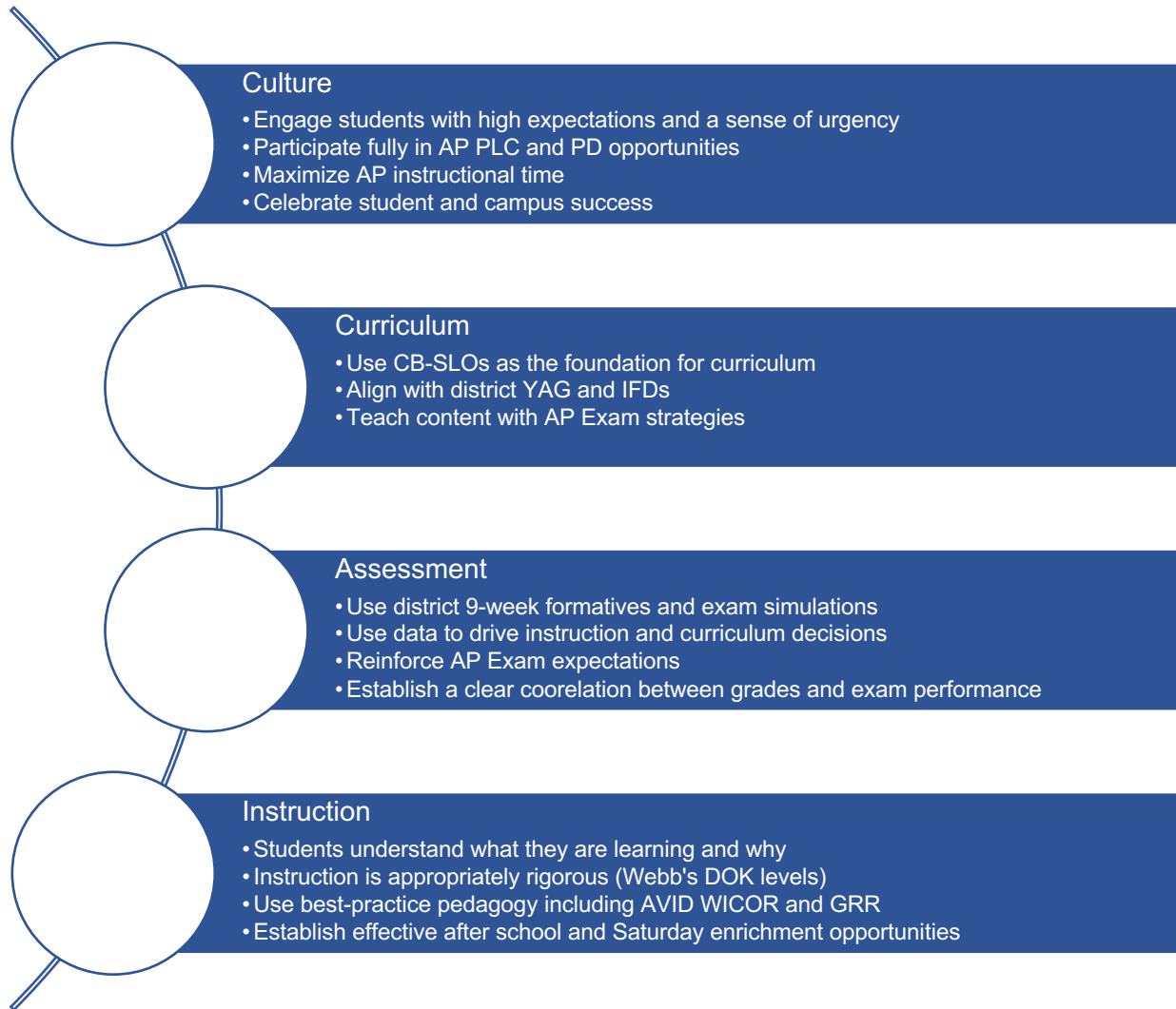
<https://youtu.be/QGUsUneZG3g>

PARENT/GUARDIAN ROLES AND RESPONSIBILITIES



<https://youtu.be/ICth80TDSp8>

TEACHER ROLES AND RESPONSIBILITIES

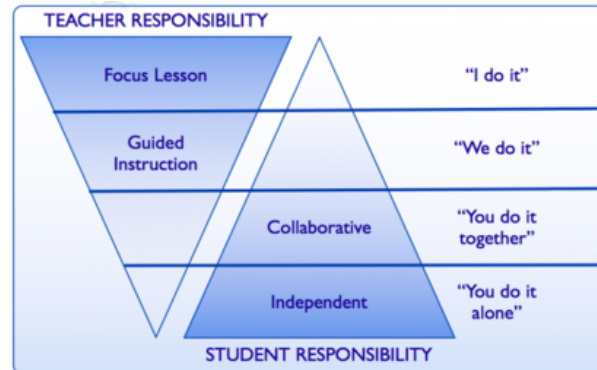


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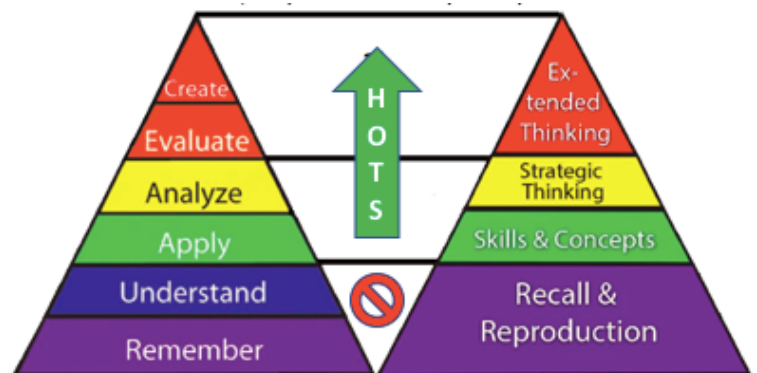
INSTRUCTIONAL LOOK FORS

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 always at the analyze/apply level or higher.



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)

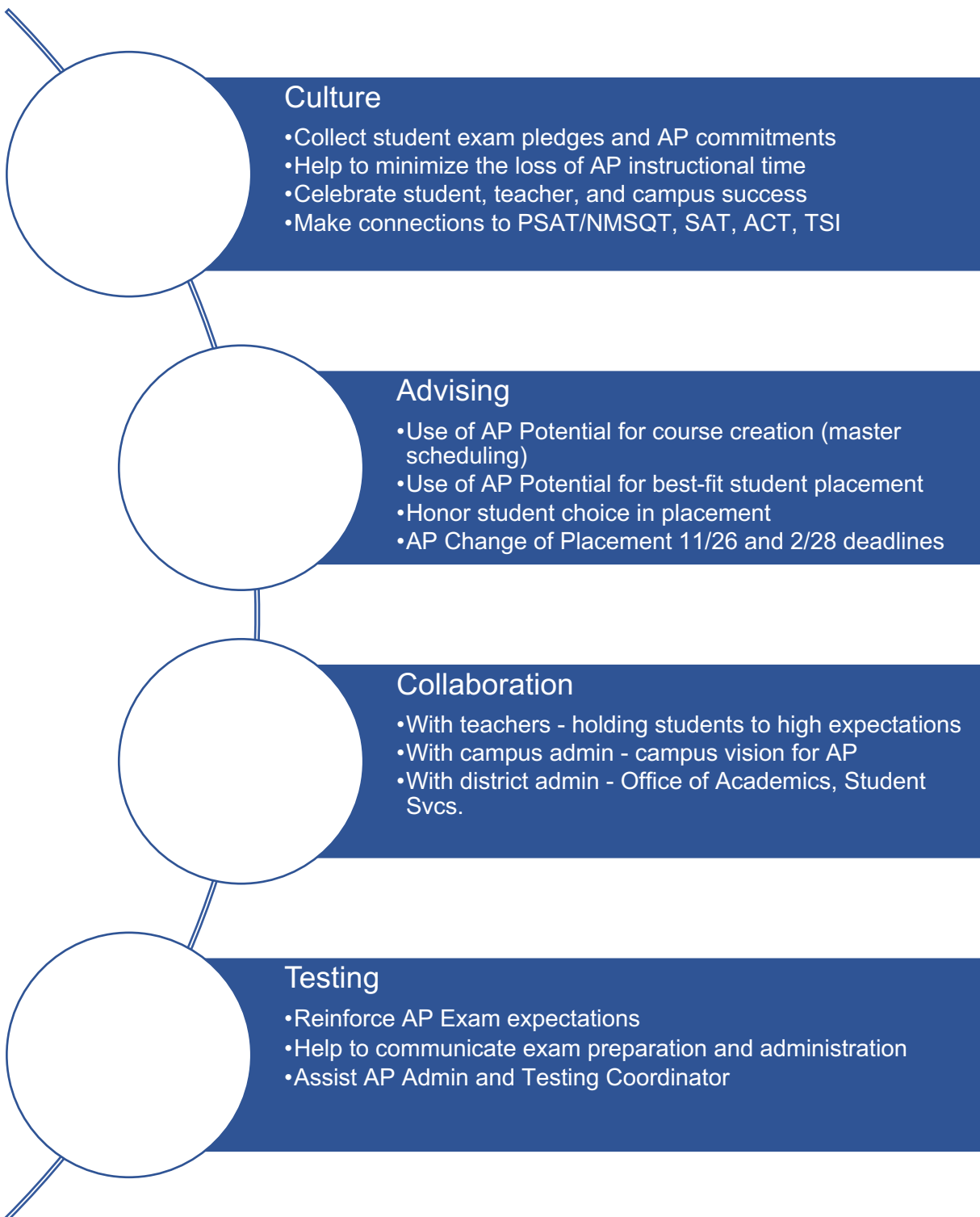


Essential Question	Heading
How Can I be Successful in Class?	Notes
Why should I ask questions?	Ask Questions
Where should I sit?	Sit up Front
Why should I take notes?	Take Notes
What kind of help can I get?	Get Help When Needed
Summary	SUMMARY

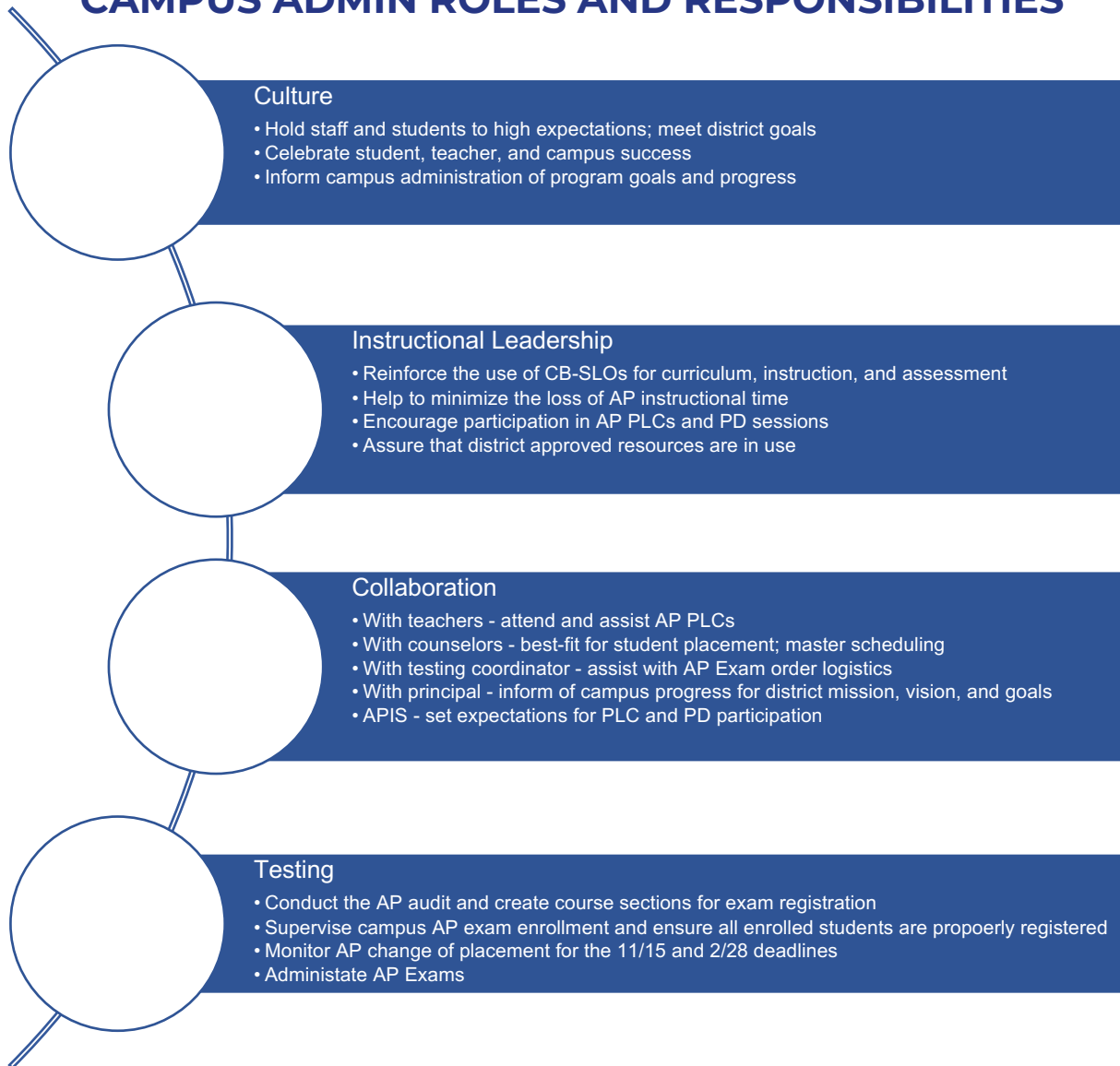
Every lesson should contain variations of the following sentence stems:

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



CAMPUS ADMIN ROLES AND RESPONSIBILITIES



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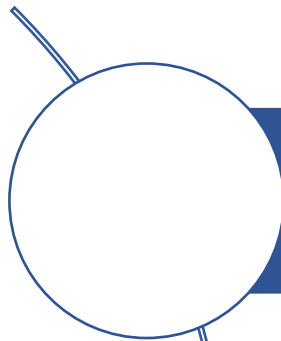
INSTRUCTIONAL AP TIMELINE

Students and Teachers		Administration	
March 1, 2020 - Aug 14, 2020	<ul style="list-style-type: none"> Teachers submit courses in AP Audit Studio, Capstone, Comp Sci Submit Syllabus 	March 1, 2020 - Aug 14, 2020	<ul style="list-style-type: none"> AP Coordinators approve courses in AP Audit
		Aug 17 - Aug 21, 2020	<ul style="list-style-type: none"> AP Coordinators create Year-Long and Fall Semester AP Exam sections
Aug 17 – Aug 31, 2020	<ul style="list-style-type: none"> Student AP Exam registration for Year-Long and Fall Semester Courses 		
	<ul style="list-style-type: none"> Full-Year and Fall Semester AP course student withdrawal deadline 		
Deadline October 16, 2020			
		<ul style="list-style-type: none"> AP Exam registration without a late fee (MUST HIT SUBMIT) 	
Deadline Nov 6, 2020			
Jan 11 – Jan 22, 2021	<ul style="list-style-type: none"> Student AP Exam registration for Spring Semester Courses 	Jan 11 - Jan 15, 2021	<ul style="list-style-type: none"> AP Coordinators Create Spring Semester AP Exam sections
	<ul style="list-style-type: none"> Spring Semester AP course student withdrawal deadline 		
Deadline Feb 12, 2021			
		<ul style="list-style-type: none"> Final AP Exam Order Submission including eco dis and accommodations (HIT SUBMIT) 	
Deadline Feb 19, 2021			
		May 3 - May 14, 2021	
		<ul style="list-style-type: none"> Regular Administration of AP Exams 	
		May 18 - May 21, 2021	
		<ul style="list-style-type: none"> Late administration of AP Exams 	
		<ul style="list-style-type: none"> AP Exam Invoices Due 	
		Deadline Early June, 2021	

Register all enrolled students in AP Exams without late fees.
Deadline 11/6/2020

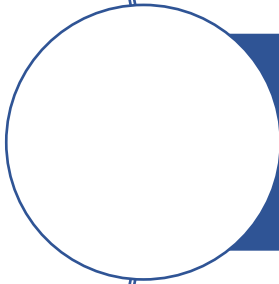
Add/remove transfer students (in/out of campus) without late fees.
Deadline 2/19/2021

TESTING COORDINATOR ROLES AND RESPONSIBILITIES



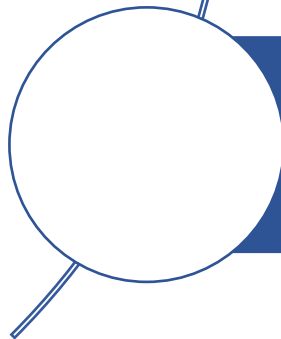
Culture

- Assist with AP Exam order and enrollment verification
- Inform campus administration of logistical status
- Celebrate student, teacher, and campus success



Collaboration

- With teachers - provide guidelines AP exam registration
- With assistant principal (AP Coordinator)- assist with the AP Exam order and help to plan logistics
- With principal - provide updates on testing logistics



Testing

- Assist the AP Coordinator with meeting the exam registration and withdrawal deadlines and ensure all enrolled students are registered to take AP Exams
- Assist with AP Exam administration logistics

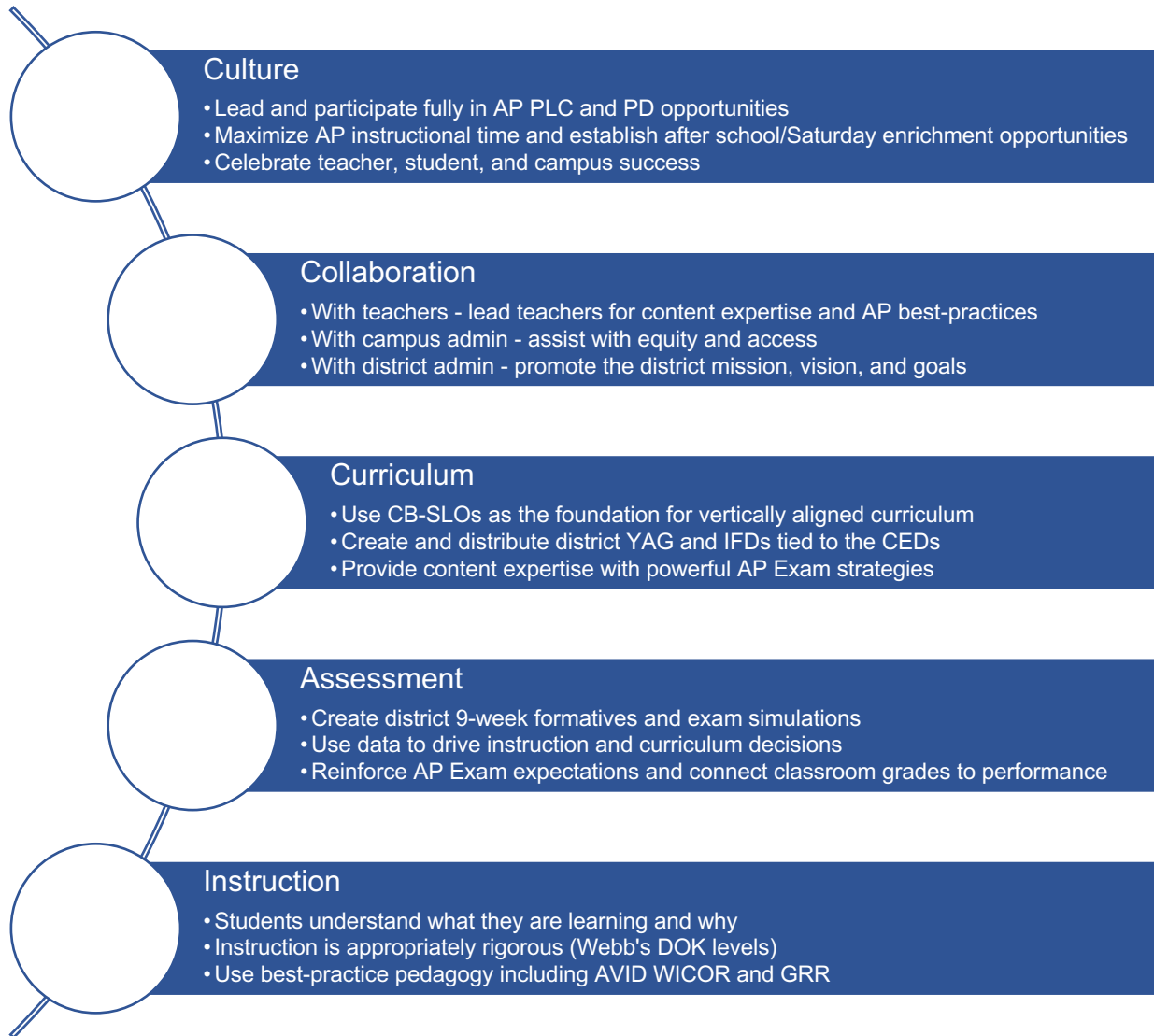


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TESTING LOGISTICS TIMELINE

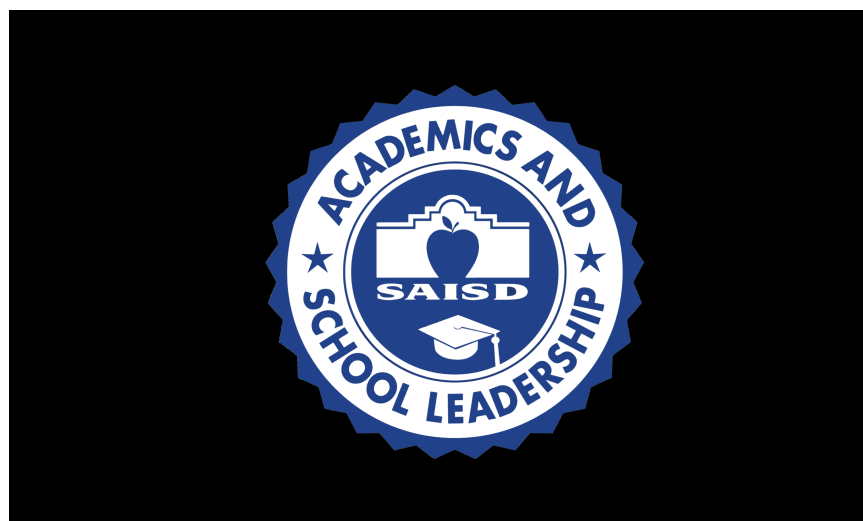
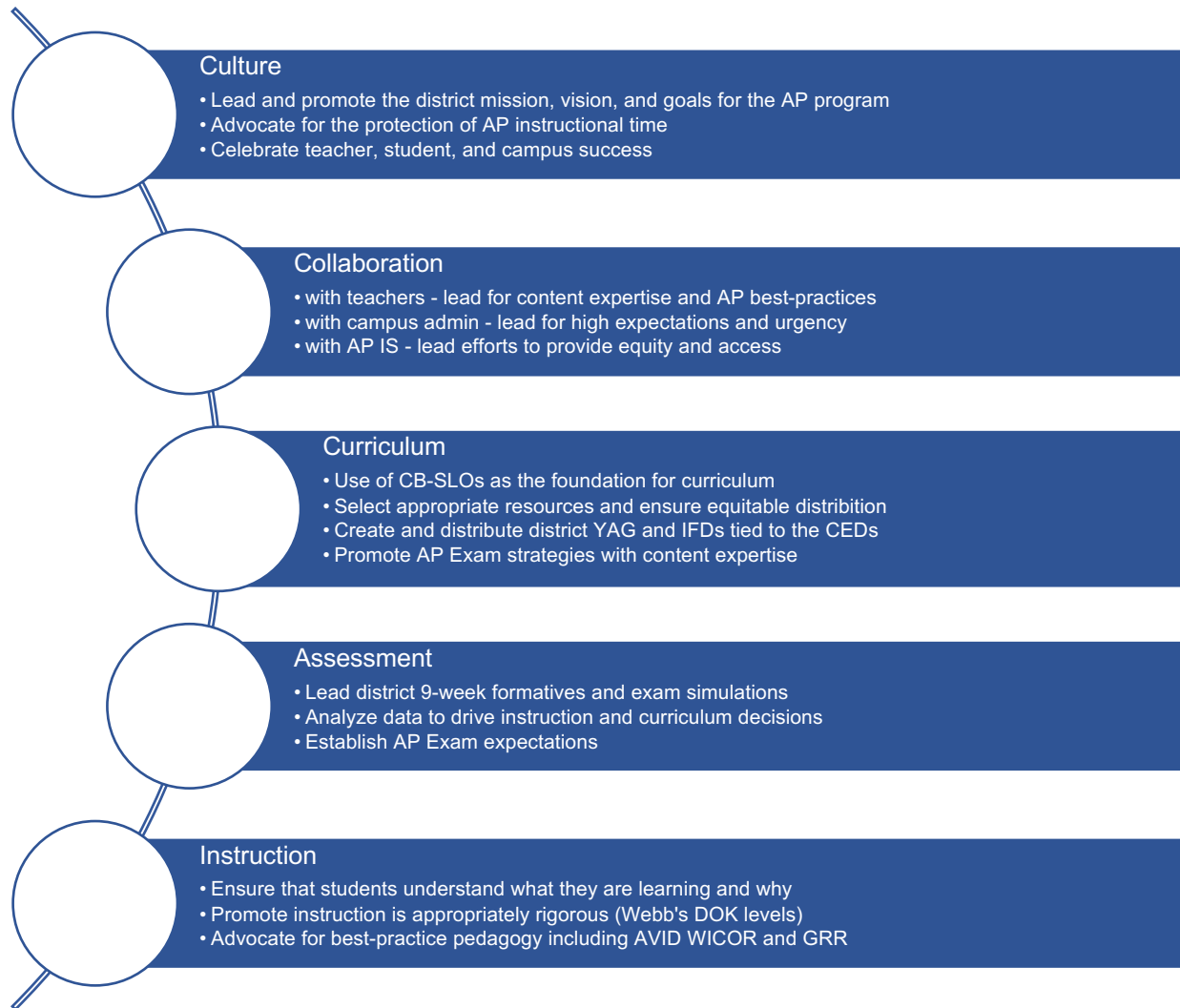
Start Date	Complete Date	What	Who	Additional Information
Mid May	Aug 13	Submit Courses for AP Audit	AP Teachers/ AP Coordinator Verifies	<ul style="list-style-type: none"> E-mail signed verified course audit receipt to KRasco@saidsd.net
Aug 17	Aug 21	Create Year Long and Fall Semester AP Exam Sessions	AP Coordinators	<ul style="list-style-type: none"> Using Master Schedule of ALL AP Courses on Campus, cross check to verify ALL exam sessions have been created E-mail a list of ALL verified exam sessions to KRasco1@saidsd.net- notify Mr. Rasco immediately if there is an issue
Aug 17	Aug 31	Students AP Exam Registration for year-long and fall semester courses	AP Teachers/ AP Coordinator	<ul style="list-style-type: none"> Verify ALL students have been registered for the appropriate AP Exams Sign and date verified roster and scan to KRasco1@saidsd.net & scontreras@saidsd.net
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"> AP Coordinator submits Advanced Academics Enrichment Forms for challengers with principal signature to scontreras@saidsd.net and KRasco1@saidsd.net
Aug 31		Designate SSD Coordinator	AP Coordinator/ Principal	<ul style="list-style-type: none"> Submit a SSD designation request to College Board
Sept 10		AP Training	AP Coordinators/ Campus Testing Coordinators/ SSD Coordinators	<ul style="list-style-type: none"> Training will cover ordering, SSD deadlines and materials, storage and receipt of materials, logistics, materials return, invoicing and payment
Oct 16		Full-Year and Fall Semester AP course student withdrawal deadline	AP Teachers/ AP Coordinator Verifies	<ul style="list-style-type: none"> Counselors submit google form provided by K. Rasco with students who are withdrawing
Nov 6		Register all enrolled students in AP Exams without late fees <i>AP Exam registration without a late fee (HIT SUBMIT)</i> <i>Any student added after this date may cost the campus \$\$\$ (see scenario chart)</i>	AP Teachers/ AP Coordinator Verifies/ Campus Testing Coordinator	<ul style="list-style-type: none"> AP Teachers ensure all students have registered for exams TC's remind AP Coordinator to verify AP Registration of individual students AP Coordinator- verify teacher roster with registered students (cross check)- send spreadsheet with list of all registered students verified to KRasco1@saidsd.net & scontreras@saidsd.net
Jan 11	Jan 15	AP Coordinators Create Spring Semester AP Exam sections	AP Coordinators	<ul style="list-style-type: none"> Using Master Schedule of ALL AP Courses on Campus, cross check to verify ALL exam sessions have been created E-mail a list of ALL verified exam sessions to KRasco1@saidsd.net - notify Mr. Rasco immediately if there is an issue
Jan 15		DEADLINE SSD Accommodation Requests due to College Board	SSD Coordinator	<ul style="list-style-type: none"> This is a HARD Deadline- ensure students with accommodations are submitted Students with previously approved verified accommodations will not need to be resubmitted SSD Coordinator needs to submit accommodations to the Campus Testing Coordinator in writing
Jan 6	Jan 22	Student AP Exam registration for Spring Semester Courses	AP Students/ AP Teachers/ AP Coordinators	<ul style="list-style-type: none"> Verify ALL students have been registered for the appropriate AP Exams Sign and date verified roster and scan to KRasco1@saidsd.net & scontreras@saidsd.net
Feb 12		Spring Semester AP course student withdrawal deadline	AP Students/ AP Teachers/ AP Coordinators	<ul style="list-style-type: none"> Counselors submit google form provided by K. Rasco with students who are withdrawing
Feb 19		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"> AP Teachers ensure all students have registered for exams TC's remind AP Coordinator to verify AP Registration of individual students AP Coordinator- verify teacher roster with registered students (cross check)- send spreadsheet with list of all registered students verified to KRasco1@saidsd.net & scontreras@saidsd.net
April 16		Campus AP Logistics Plan Due to Testing Office	Campus Testing Coordinator/ AP Coordinator/ Principal	<ul style="list-style-type: none"> Complete AP Logistics plan, get signatures from principal and AP Coordinator Scan AP Logistics plan to scontreras@saidsd.net
May 3	May 14	AP Exam Administration	Campus Testing Coordinator/ AP Coordinator/ AP Teachers/ Principal	Go TEAM!!!
May 15		Late AP Orders- This will cost the campus \$\$\$	AP Coordinator	<ul style="list-style-type: none"> Principal will need to submit a late order form to scontreras@saidsd.net and KRasco1@saidsd.net explaining the rationale for ordering late and acknowledging responsibility of payment
May 18	May 21	Late AP Exam Administration	Campus Testing Coordinator/ AP Coordinator/ Principal	<ul style="list-style-type: none"> CTC works with admin team to verify students and create logistics
Early June		AP Exam Invoices Due	AP Coordinator	<ul style="list-style-type: none"> E-mail to scontreras@saidsd.net ASAP- DO NOT Pay anything until verified by Testing Dept.

AP IMP ROLES AND RESPONSIBILITIES



<https://youtu.be/CjMdvzjPYT8>

OFFICE OF CIA ROLES AND RESPONSIBILITIES



<https://youtu.be/Tuo6mRSU824>

FIRST NINE-WEEKS CALENDAR

7/19	7/20	7/21	7/22 APIS Return	7/23	7/24	7/25
7/26	7/27 - New Teacher Orientation - Inst. Leader Academy	7/28 - NTO - Inst. Leader Academy (Canvas PD)	7/29 New Teacher Orientation	7/30 New Teacher Orientation	7/31 New Teacher Orientation	8/1
8/2	8/3 APIS Off	8/4 APIS Off	8/5 APIS Off	8/6 APIS Off	8/7 APIS Off	8/8
8/9	8/10 Teacher Workday	8/11 District Curriculum Day	8/12 Convocation & Campus PD	8/13 Teacher Workday	8/14 Teacher Wkd. Core IS Meet AP Course Audit is Due	8/15
8/16	8/17 1 st 9-Wks.	8/18 - Inst. Leader Academy	8/19 - Inst. Leader Academy	8/20	8/21 AP Course Sections Due	8/22
8/23	8/24/	8/25 AP Admin PLC	8/26	8/27	8/28	8/29
8/30	8/31 Full Year/ Fall Exam Reg. Due	9/1	9/2	9/3	9/4 Core IS Meet	9/5
9/6	9/7 Labor Day	9/8	9/9	9/10	9/11	9/12
9/13	9/14	9/15	9/16	9/17	9/18 Team AP PLC	9/19 EPIC Saturday
9/20	9/21	9/22	9/23 - Inst. Leader Academy	9/24	9/25	9/26
9/27	9/28	9/29	9/30	10/1	10/2 Core IS Meet	10/3
10/4	10/5	10/6	10/7	10/8 End 1 st 9-Wks.	10/9 Staff Development	10/10

SECOND NINE-WEEKS CALENDAR

10/11	10/12 Holiday	10/13 2 nd 9-Wks.	10/14	10/15	10/16 Full Year/ Fall W/D Deadline	10/17
10/18	10/19	10/20 AP Admin PLC	10/21	10/22	10/23 Team AP PLC	10/24 EPIC Saturday
10/25	10/26	10/27	10/28 - Inst. Leader Academy	10/29	10/30	10/31
11/1	11/2	11/3	11/4	11/5	11/6 Core IS Meet Full Year/ Fall AP Order Submission Deadline	11/7
11/8	11/9	11/10	11/11 - Inst. Leader Academy	11/12	11/13	11/14 PD-n-PJs
11/15	11/16	11/17	11/18	11/19	11/20 Team AP PLC	11/21
11/22	11/23 Thanksgiving	11/24 Thanksgiving	11/25 Thanksgiving	11/26 Thanksgiving	11/27 Thanksgiving	11/28
11/29	11/30	12/1	12/2	12/3	12/4	12/5 PD-n-PJs
12/6	12/7	12/8	12/9	12/10	12/11 Core IS Meet	12/12
12/13	12/14	12/15	12/16	12/17	12/18 End 2 nd 9-Wks.	12/19

THIRD NINE-WEEKS CALENDAR

12/27	12/28 Winter Break	12/29 Winter Break	12/30 Winter Break	12/31 Winter Break	1/1 Winter Break	1/2
1/3	1/4 Intercession	1/5 Intercession	1/6 Intercession	1/7 Intercession	1/8 Intercession	1/9
1/10	1/11 Staff Development	1/12 3 rd 9-Wks	1/13	1/14	1/15 Spring AP Course Sections Due Core IS Meet	1/16
1/17	1/18 MLK Jr. Day	1/19 AP Admin PLC	1/20	1/21	1/22 Spring Exam Reg. Due	1/23
1/24	1/15	1/26	1/27 - Inst. Leader Academy	1/28	1/29 Team AP PLC	1/30
1/31	2/1	2/2	2/3	2/4	2/5	2/6
2/7	2/8	2/9	2/10	2/11	2/12 Spring W/D Deadline Core IS Meet	2/13
2/14	2/15 President's Day	2/16	2/17	2/18	2/19 Spring AP Order Submission Deadline	2/20 EPIC Saturday
2/21	2/22	2/23	2/24 - Inst. Leader Academy	2/25	2/26 Team AP PLC	2/27
2/28	3/1	3/2	3/3	3/4 End 3 rd 9-Wks.	3/5 Spring Break	3/6
3/7	3/8 Spring Break	3/9 Spring Break	3/10 Spring Break	3/11 Spring Break	3/12 Spring Break	3/13
3/14	3/15 Intercession	3/16 Intercession	3/17 Intercession	3/18 Intercession	3/19 Intercession	3/20

FOURTH NINE-WEEKS CALENDAR

3/21	3/22 Staff Development	3/23 4 th 9-Wks.	3/24	3/25	3/26 Core IS Meet	3/27 AP Super Saturday
3/28	3/29	3/30 AP Admin PLC	3/31	4/1	4/2 Easter	4/3
4/4	4/5 AP Mock Exams	4/6 AP Mock Exams	4/7 AP Mock Exams	4/8 AP Mock Exams	4/9 AP Mock Exams	4/10
4/11	4/12 AP Mock Exams	4/13 AP Mock Exams	4/14 AP Mock Exams	4/15 AP Mock Exams	4/16 AP Mock Exams Core IS Meet	4/17 AP Super Saturday
4/18	4/19	4/20	4/21	4/22	4/23 Fiesta Battle of Flowers	4/24
4/25	4/26	4/27	4/28	4/29	4/30 Team AP PLC	5/1 AP Super Saturday
5/2	5/3 AP Exams	5/4 AP Exams	5/5 AP Exams	5/6 AP Exams	5/7 AP Exams	5/8
5/9	5/10 AP Exams	5/11 AP Exams	5/12 AP Exams	5/13 AP Exams	5/14 AP Exams	5/15 PD-n-PJs
5/16	5/17	5/18 AP Exam Makeups	5/19 AP Exam Makeups	5/20 AP Exam Makeups	5/21 AP Exam Makeups Core IS Meet	5/22
5/23	5/24	5/25	5/26	5/27	5/28	5/29
5/30	5/31 Memorial Day	6/1 - Inst. Leader Academy	6/2 - Inst. Leader Academy	6/3	6/4	6/5
6/6	6/7	6/8	6/9	6/10	6/11 Team AP PLC	6/12
6/13	6/14	6/15	6/16	6/17 End 4 th 9-Wks.	6/18 -Teacher Workday	6/19
6/20	6/21	6/22 Last Day for ISs	6/23	6/24	6/25	6/26

SUGGESTED SQUARE ROOT GRADING CONVERSION

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	4	88
13		36	46		68	79		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	5	94
24		49	57	3	75	90		95
25	2	50	58		76	91		95
26		51	59		77	92		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 high school campus in SAISD who meet the required conditions outlined below:

1. Eligibility:

- a. The student must be enrolled full-time at the high school 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 11th. 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 11th, 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 7th 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 7th 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 7th 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 -----

2021 AP EXAM SCHEDULE

Week 1	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time	Afternoon 2 p.m. Local Time	Week 2	Morning 8 a.m. Local Time	Afternoon 12 noon Local Time
Monday, May 3, 2021	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity and Magnetism	Monday, May 10, 2021	French Language and Culture World History: Modern	Macroeconomics
Tuesday, May 4, 2021	Calculus AB Calculus BC	German Language and Culture Human Geography		Tuesday, May 11, 2021	Seminar Spanish Language and Culture	Latin Psychology
Wednesday, May 5, 2021	English Literature and Composition	Japanese Language and Culture Physics 1: Algebra-Based		Wednesday, May 12, 2021	English Language and Composition	Microeconomics Music Theory
Thursday, May 6, 2021	United States History	Art History Computer Science A		Thursday, May 13, 2021	Comparative Government and Politics Computer Science Principles	Statistics
Friday, May 7, 2021	Chemistry Spanish Literature and Culture	European History Physics 2: Algebra-Based		Friday, May 14, 2021	Biology Italian Language and Culture	Chinese Language and Culture Environmental Science
Art and Design—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. Teachers should have forwarded students' completed digital portfolios to coordinators before this date.						

- AP Seminar and AP Research students must submit performance tasks as final and their presentations must be scored by their AP Seminar or AP Research teachers no later than 11:59 p.m. ET on April 30, 2021. AP Seminar End-of-Course Exams are only available to students at schools participating in the AP Capstone Diploma program.
- Students participating in AP Computer Science Principles must submit all performance tasks as final in the AP Digital Portfolio no later than 11:59 p.m. ET on April 30, 2021.

Late Testing: Occasionally, circumstances make it necessary for students to test late. To preserve the security of AP Exams, alternate forms are used for late testing. All students who participate in late testing at a given school must take these alternate exams on the [scheduled late-testing dates](#) at the scheduled times.

FORMING GROUND RULES (CREATING NORMS)



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.

AP Course		Campus/ Room
AP IS/ Lead Teacher	Date	Times
		-

[illegible]



PROFESSIONAL LEARNING COMMUNITY AGENDA

Norms:

A sk Questions
E ngage fully in the learning process
I ntegrate new information
O pen your mind to diverse views
U tilize what you learn
Monitor Y 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 16th for year-long courses as well as fall semester courses and February 12th 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:

Thank You!



For questions, please contact
Kevin Rasco in the
Office of Advanced Academics

krasco1@saisd.net

210-554-2555