



Responsible: Department of Curriculum and Instruction

PURPOSE

This administrative procedure establishes the guidelines for consistency for Advanced Placement opportunities in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. Advanced Placement coursework allows high school students the opportunity to earn college credit and increases the chance for success in college as indicated by national research.
2. Teachers:
 - a. Teachers who wish to teach an Advanced Placement (AP) course must complete the initial audit as outlined by College Board.
 - b. Advanced Placement teachers must review the College Board curriculum and submit their course curriculum to College Board annually.
 - c. The District's Advanced Placement teachers will meet annually to discuss the common curriculum and create common syllabi.
 - d. Advanced Placement teachers are encouraged to participate in the District's Professional Learning Communities (PLCs). Professional Learning Communities will include "best practices," focus on common curriculum alignment and assessment. Professional Learning Communities will be facilitated, in part, by educators who have demonstrated success through Advanced Placement testing results.
3. Sections of Advanced Placement and International Baccalaureate in the Master Schedule:
 - a. Sections of Advanced Placement and International Baccalaureate (IB) courses may be combined. No other combination of Advanced Placement and non-Advanced Placement students will be permitted except for art and world languages. When a course is designated as Advanced Placement, no Honors section may be offered in the same course at that school.
4. Summer Assignments:
 - a. Summer assignments are at the discretion of the high school principal.

- b. Because summer assignments are often a barrier to students, if school policy allows for summer assignments to be assigned, appropriate supports must be in place to ensure students are given access to assistance and resources.
 - i. Grading of summer assignments should not be punitive.
 - ii. Students who enroll late or transfer in should be given every opportunity to complete the assignment.
 - iii. Summer assignments should be of reasonable length and should not be due prior to the beginning of the third week of school.
5. Entrance Requirements:
- a. A low grade point average or teacher recommendation should not be the determining or sole factor for denying a student entrance to an Advanced Placement course.
 - b. A student's standardized test scores and other factors such as motivation and desire to succeed in the course should be considered for entry into an Advanced Placement course.
 - c. Students on the threshold but who do not quite meet all of the entry requirements should be provided the opportunity to complete an Advanced Placement course in the area which is most likely to produce success.
 - i. It is recommended that schools provide opportunities for remediation for students who are not successful in an Advanced Placement course prior to their removal from that course.
 - ii. Advanced Placement courses should be promoted to and accessible for all students. No barriers should be created for any student who desires to participate in Advanced Placement coursework.
 - iii. It is recommended that the threshold students are simultaneously enrolled in an Advanced Placement support class.
 - d. Note: Research has shown that attempting one Advanced Placement course can be the determining factor in the future success of the student.
6. Administrators, counselors or Advanced Placement coordinators will be responsible for the following:
- a. The Advanced Placement Exam:

- i. Since the purpose of an Advanced Placement class is to provide the student with college level instruction and to prepare students to take the Advanced Placement Exam, one requirement of each Advanced Placement class is that students must take the appropriate exam (Administrative Regulation 6501).
 1. Exams are given on a predetermined schedule in May of each year.
 2. Students do not need to be enrolled in an Advanced Placement class in order to take an Advanced Placement Exam.
 3. Advanced Placement Exam scores may earn the successful student college credits, although credit/placement is entirely at the discretion of the individual college/university.
 4. The District-wide fee for an unused Advanced Placement exam is approximately \$20.00.
- ii. Students who are enrolled in courses containing the notation "AP" or "Advanced Placement" are required to take the appropriate Advanced Placement Exam in order to receive Advanced Placement credit for the course. At each school's discretion, students who do not take the exam may continue to participate in the class and earn honors credit. Students need to declare their intentions at the time of enrollment and subsequently at a time to be determined by each school site, either by completing an application or by paying for the examination.
 1. When a student does not take the Advanced Placement Exam, the course number must be changed from the Advanced Placement course number to the honors course number.
 2. If no honors course exists:
 - a. The course title must be changed removing Advanced Placement and adding "Honors"; and
 - b. The weighted bump must be changed from .050 to .025 for the course.
- iii. Students who are granted permission by their zoned school to enroll in an Advanced Placement on-line/correspondence course must also take the Advanced Placement exam in order for the

Advanced Placement designation to be listed on the transcript. Failure to take the Advanced Placement exam will result in the removal of the Advanced Placement designation from the on-line/correspondence course title and the course will receive honors designation only.

- iv. Students at Wooster High School who are enrolled in courses containing the notation "IB" or "International Baccalaureate" are required to take the appropriate International Baccalaureate Exam in order to receive IB credit for the course (Administrative Regulation 6501).

7. Students with Section 504 Plans:

- a. The Section 504 plan of all students who are taking Advanced Placement courses must be reviewed in October to ensure accommodations are offered on the Advanced Placement exam.
- b. Parents of students with a Section 504 Plan who are taking Advanced Placement courses will be given written notice by December 15 regarding requirements for Section 504 plan accommodations on the AP exam.
- c. If a student/parent requests Section 504 plan accommodations for an Advanced Placement exam, that request must be submitted to College Board by the College Board deadline denoted in the Advanced Placement Coordinator's Handbook and the Advanced Placement Student Handbook.
- d. If a student is identified as Section 504 plan eligible after the College Board deadline for accommodations, no accommodations will be provided.

8. Students Dropping an Advanced Placement Course At The Semester:

- a. Students who drop an Advanced Placement course at the semester will not receive the Advanced Placement weight or designation on their transcript until the Advanced Placement exam has been taken.
- b. Until such time as the Advanced Placement examination has been taken, the Honors weight and designation will appear on the transcript.
- c. When the Advanced Placement test has been taken, the Advanced Placement weight and designation will appear on the transcript.

9. A grade may not be raised or lowered by an Advanced Placement exam. This applies to all students in grades 9-12 who take an Advanced Placement course.

10. Advanced Placement Exam as a Mastery Exam or Credit by Exam:

- a. Students who take an Advanced Placement exam who do not take the course:
 - i. Will be given an S if they achieve a score of 3, 4 or 5 and a NM if they achieve a score of 1 or 2.
 - ii. They will also receive credit for the course.
 - iii. In all occasions, the Advanced Placement test is added to the transcript using the Advanced Placement course number and a "CBE" in front of the course as with all Credit by Exam. (See Administrative Procedure 6311).
 - iv. Students will not receive a weighted bump for the Advanced Placement test used as a Credit by Exam. The weighted bump must be removed when the course is posted to the transcript.
- b. A student who fails the Advanced Placement course and takes the Advanced Placement test:
 - i. If the score is 5, will receive an A and credit, but no bump or weight for Advanced Placement.
 - ii. If the score is 4, will receive a B and credit, but no bump or weight for Advanced Placement.
 - iii. If the score is 3, will receive a C and credit, but no bump or weight for Advanced Placement.
 - iv. The failed course will be a repeat and the student will not receive a weighted bump for either the failed course or the passed Advanced Placement test.
 - v. If the score is 2 or 1, the transcript grade is a NM, no credit is earned and the weighted bump is not added. The Advanced Placement course grade is not repeated, the score for the course remains an F.
 - vi. In all occasions, the Advanced Placement test is added to the transcript using the Advanced Placement course number and an "M" in front of the course as with all Mastery exams. (See Administrative Procedure 6406)
- c. A student who takes only one semester of the Advanced Placement course and takes the Advanced Placement test:
 - i. For the semester that the student took the course:

1. If the student failed the semester , RP the F and post the Advanced Placement test to the semester the student took the class using the following method:
 - a. If the score is 5, will receive an A and credit, but no bump or weight for Advanced Placement.
 - b. If the score is 4, will receive a B and credit, but no bump or weight for Advanced Placement.
 - c. If the score is 3, will receive a C and credit, but no bump or weight for Advanced Placement.
 - d. The failed course will be a repeat and the student will not receive a weighted bump for either the failed course or the passed Advanced Placement test.
 - e. If the score is 2 or 1, the transcript grade is a NM, no credit is earned and the weighted bump is not added. The Advanced Placement course grade is not repeated, the score for the course remains an F.
 - f. In all occasions, the Advanced Placement test is added to the transcript using the Advanced Placement course number and an "M" in front of the course as with all Mastery exams. (See Administrative Procedure 6406)
 2. If the student did not fail the semester, do not RP the course and the student retains the grade and the bump earned.
- ii. For the semester that the student did not take the course:
1. Will be given an S if they achieve a score of 3, 4 or 5 and a NM if they achieve a score of 1 or 2. No bump is earned for a mastery or CBE exam.
 2. The student will also receive credit for the course.
 3. In all occasions, the Advanced Placement test is added to the transcript using the Advanced Placement course number and a "CBE" in front of the course as with all Credit by Exam. (See Administrative Procedure 6311).
 4. Students will not receive a weighted bump for the Advanced Placement test used as a Credit by Exam. The weighted

bump must be removed when the course is posted to the transcript.

11. Middle Schools:

- a. It is recommended that middle schools develop a pathway for Advanced Placement coursework.
- b. Middle School Counselors should provide guidance related to the course requirements and advantages of Advanced Placement coursework.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District.
2. This regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
12/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure
10/14/2016	3.0	Revised: Added Advanced Placement exams as Credit by Exam or Mastery Exam. Also cannot raise or lower a grade via the exam.
01/13/2017	4.0	Revised: Clarified 10 b. iv.
05/19/2017	5.0	Revised: Clarified how an AP exam as a CBE would be posted.
12/20/2017	6.0	Revised: Clarified what to do if a student only takes the AP course one semester.