

**Advanced Placement Contract 2018-2019
Mercy High School Burlingame**

Student Name and Grade:

Counselor: Franco

O'Sullivan

Mercy High School Burlingame offers a number of Advanced Placement courses in order to provide students with the skills to achieve at the highest academic level and the opportunity to earn college credit while enrolled in high school.

Students who take an AP class must take the AP test in May. The May exam is the culmination of a year's worth of study, and is the natural extension of taking an AP class.

Each department has developed its own criteria that govern the selection of students into their Advanced Placement courses. Although each department's criteria are separate, there are several common components.

- Selection of students into courses is ultimately linked to the likelihood that students will be able to succeed in the class and pass the AP exam with a score of 3 or higher.
- Selection of students is based on their performance in prerequisite classes, entry exams, and a holistic view of their schedule and interests.

Taking an AP class is a commitment to your education. The process of enrolling in an AP class includes the following steps:

1. Students print an AP Contract from Schoology or Mrs. Morello.
2. During the spring, AP teachers will conduct optional informational sessions for students who have requested their AP classes. At these meetings, students will have the opportunity to ask about the time commitment and other requirements for that AP class.
3. The AP Contract must be completed in full and turned into Mrs. Morello by Feb. 2.
4. Applications will be reviewed by the administration and faculty and then either accepted or declined. Students will be notified before the end of the school year. An explanation will be given for any declined application.
5. Requests to drop a 2018-2019 AP class before the end of this school year (2018) will involve the student, parent, counselor, teacher, and Assistant Head of School for Academics. **Any requests to drop a 2018-2019 AP class after May 25, 2018 will be denied.** The administration will make the final decision in all cases. AP classes are exempt from the Add/Drop policy due to the difficulty of scheduling higher level classes.

The 2018-2019 AP Contract is due to Mrs. Morello by Friday, Feb. 2, 2018.

Please keep the first page of this application for your reference.

Requirements for Placement into Advanced Placement Classes

Only highly motivated students with balanced schedules and lives, who are willing to make sacrifices, should take more than two AP courses.

You must be able to:

- Stay well organized and balance multiple time challenges
- Work well under the pressure of deadlines
- Prioritize your time in accordance to your needs
- Work cooperatively with others rather than competitively
- Recognize when you need to ask for help and be a self-advocate
- Take responsibility for your actions (and inactions) and perform your work ethically

You must have:

- The necessary basic knowledge in that discipline
- The academic skills necessary to focus on the course content

You must be able and willing to:

- Put in at least one hour of homework daily per AP course
- Complete the application fully and turn it in by the stated deadline
- Be prepared for class each day
- Perform the required pre-class work (such as summer/break assignments)
- Work over holiday breaks and attend required weekend class sessions
- Pay the course fees (about \$90 for each exam) or apply for a fee waiver
- Take the AP Exam in May

The 2018-2019 AP Contract is due to Mrs. Morello by Friday, Feb. 2, 2018.

Failure to turn in your application on time could jeopardize your admission to your AP courses.

AP Application for the 2018-2019 School Year

Student Name: _____

Current Grade in School: 9 10 11

1. Check the names of all AP courses you are applying to:

<input type="checkbox"/> Biology <input type="checkbox"/> Calculus AB <input type="checkbox"/> Calculus BC <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science A <input type="checkbox"/> English Language and Comp. (juniors) <input type="checkbox"/> English Literature and Comp. (seniors) <input type="checkbox"/> Environmental Sciences (APES) <input type="checkbox"/> French Language <input type="checkbox"/> Physics C Mechanics	<input type="checkbox"/> Psychology <input type="checkbox"/> Spanish Language <input type="checkbox"/> Statistics <input type="checkbox"/> Studio Art: Drawing <input type="checkbox"/> Studio Art: 2D Design <input type="checkbox"/> Studio Art: 3D <input type="checkbox"/> US Government <input type="checkbox"/> US History (APUSH) <input type="checkbox"/> World History <input type="checkbox"/> I'm enrolling in a Tri-School AP class: _____
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. List your course grades.

English: 9th grade: Grades: 10th grade: Grades: 11th grade: Grades:	Math: 9th grade: Grades: 10th grade: Grades: 11th grade: Grades:
History: 9th grade: Grades: 10th grade: Grades: 11th grade: Grades:	Science: 9th grade: Grades: 10th grade: Grades: 11th grade: Grades:
World Language: 9th grade: Grades: 10th grade: Grades:	11th grade: Grades:

**Time Management
Schedule PER WEEK**

School

5 days = 32.5 hours

Study Time

Comments:

English _____
History _____
Math _____
Science _____
Religion _____
World Lang _____
VPA _____

Activities

Comments:

Sports _____
Clubs _____
Service _____
Church _____
Job _____
Other _____

Daily activities

Comments:

Sleep _____
(Ideal: 7 days x 9 hours)
Necessities _____
(shower, chores, eating)
Family Time _____
Free Time _____

Total Hours = __/168

3. Identify any other qualifications you may have for the AP classes.

4. Why do you want to take these classes? Please explain.

5. List all after school activities you will participate in next year (sports, performing arts, clubs, community service, student government, etc.). Approximate the number of hours you will spend each week and enter it on the column on page 4, above.

6. List all other commitments you will have (job, family responsibilities, church, other outside interests that could impact your study time, etc.). Approximate the number of hours you will spend each week and enter it on the column on page 4, above.

7. What are you willing to sacrifice from the lists above if you find that you have underestimated the time you need to commit to these courses? (Drop policy: There is no penalty for dropping an AP class before May 25, 2018. However, students will not be allowed to drop an AP class after May 25, 2018.)

A Note about Scheduling:

Mercy High School Burlingame takes into account all student requests for classes before building the Master Schedule. The school determines which classes to run and which classes to cancel based on these requests. Hiring decisions, room use, scheduling, and teacher selections are all based on these requests. When a student changes her request after the schedule is made, she impacts more than just her own schedule. This is why students cannot drop an AP class after May 25, 2018.

AP Exam Exemption Policy

Students may request an exemption from taking the AP exam in writing with a parent signature. Requests will be considered by the Assistant Head of School for Academics. Requests should be made April 1-15, 2018. A \$15 fee is incurred by the student for unused exams. If an exam exemption is given, the student will take a final in the classroom and will not receive the honors GPA point in the Spring term.

Student Agreement:

I have filled out this application honestly and thoughtfully. I understand that not filling out this application accurately is a violation of the honor code. Although some changes cannot be anticipated, I have estimated to the best of my ability the amount of time that I expect to devote to my other activities. After considering the level of commitment that my teachers expect of me, I am still willing to make the commitment to enroll in these AP classes. I have reviewed the drop policy on page one and I understand that if I try to drop any AP class after May 26, the request will be denied.

Student

Date**Parent Agreement:**

I understand the commitment that my daughter is making to these courses and agree to the drop policy as it is stated above. I approve of my daughter taking these courses.

Parent

Date

If I am unable to submit the payment now, I will submit it by Oct. 15, 2018. Parents, please initial here to indicate that you plan to pay by Oct. 15, 2018 _____.

