

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### ADVANCED PLACEMENT AND HONORS PROGRAMS

Clarksville-Montgomery County School System will strive to offer advanced placement and honors courses in all core classes (Math, Science, English, Social Studies, etc.) in all high schools as determined by student interest.

Admission into advanced placement and honors courses is determined at the school levels with a rubric, must include the following factors:

- A student's performance on the most recent Tennessee Comprehensive Assessment Program (TCAP) assessment; and
- A student's grades in English Language Arts, mathematics, or science courses

Additional criteria for admission may also include, but is not limited to:

- ACT assessment data
- AP Course projection data
- Local benchmark assessment results
- Student's high school plan of study
- Student self-nomination

Parents will be notified in writing of a student's eligibility for honors and advanced placement courses through the CMCSS and school course catalog and registration process.

Individual high schools will develop an Advanced Coursework contract which outlines the expectations for student participation in advanced courses. This contract will require parent and student signatures to finalize the student's enrollment in an advanced course. Once a student has enrolled in an advanced course, a parent or guardian may request removal from an advanced course by May 1 of the prior school year. This request must be submitted in writing to the student's school counselor and grade-level administrator. After May 1, students should make every effort to stay enrolled in an advanced course.

Once the registration process is complete, students are expected to complete the class unless:

- The student's teacher in an advanced course requests from the principal in writing that based on student performance in the course, the student should be placed in an alternative course. This request shall not take place before the end of the semester. The principal, or the principal's designee, shall review a removal request made by a teacher and grant or deny the request based on the student's performance and course availability.
- In the event a parent or guardian feels the student's continued placement in the course will be a detriment to his/her education, a parent may request in writing that the student be removed from the course before the end of the first nine weeks. This request should be submitted to the student's school counselor and grade-level administrator.

Percentage points will be added as follows to passing grades at the end of each nine weeks and the semester exam: 5 points for an AP class and 3 points for an Honors class. Students that fail to meet the class requirement of completing the AP exam will have the additional points removed as set forth by state requirements, and complete a teacher created exam that will count as 20% of the 2<sup>nd</sup> semester grade.

Students may take an AP exam without taking the class, but students who are in the class must take the AP exam. CMCSS reimburses all students who earn a score of 3 or higher on any AP exam if they are in the class or if the class is not offered or available.

**Associated Documents:** Honors and Distinguished Honors Program  
National Industry Certification

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/25/07		Initial Release
9/28/07	A	Add points information
8/04/08	B	Clarify first paragraph, add placement, rubric and previously taken to second paragraph, clarify points addition in third paragraph and add "earn a score of 3 or higher on" in fourth paragraph, add National Industry Certification to Associated Documents
2/28/11	C	In third paragraph, changed "points" to "Percentage points", changed "9 week grading period" to "end of each semester"; deleted last sentence of 3 <sup>rd</sup> paragraph.
3/19/12	D	Per Janet Spiceland- in third paragraph, added "as set forth by state requirements". Updated logo.
2/25/13	E	In first paragraph, change the word "attempt" to "strive".
1/23/15	N/A	Reviewed, no changes
5/22/17	F	Third paragraph; changed "semester" to "nine weeks and semester exam".
12/2/19	G	Third paragraph; <del>as set forth by state requirements</del> . Students that fail to meet the class requirement of completing the AP exam will have the additional points removed as set forth by state requirements.
11/30/21	H	Updated rubric requirements and conditions under which a student may be removed from an honors/AP course, pursuant to the SEM Advancement Act of the Tennessee General Assembly.
6/16/22	I	Added "and complete a teacher created exam that will count as 20% of the 2 <sup>nd</sup> semester grade."

**\*\*\*End of Policy\*\*\***