



2019-2020 Gertz-Ressler Policy for Dropping an AP Course

At Gertz-Ressler, we are committed to supporting ALL students through challenging coursework in order to prepare them for success in college. If it is agreed upon by multiple stakeholders that a student can not execute the workload or perform the skills necessary to succeed in their advanced placement course load, even when provided with opportunities to receive support (i.e. tutoring, small group study sessions, additional resources, etc.), there are two points in the school year at which students will be able to be transferred out of an AP course:

- **At 5 week mark of the fall semester**, if a student is earning an NP in an AP course, the student will have the option to request to transfer out of the course OR the teacher may suggest that the student be placed on an academic contract for the remainder of the semester if the following steps are taken:

Step 1: Parent and student meet for a conference with a counselor or administrator and the teacher of the course to discuss the student's work ethic, academic performance, and usage of support services (i.e. tutoring).

Step 2: Parent, student, counselor or administrator, and teacher agree that the student needs to be placed on academic contract (to be revisited at end of Fall semester) OR transferred out in order to be placed in a course where they can demonstrate success.

- **At the end of the fall semester**, if a student has earned an NP in an AP course, the student will have the option to request to transfer out of the course OR the teacher may suggest that the student be placed on an academic contract OR transferred out if the following steps are taken:

Step 1: Parent and student meet for a conference with a counselor or administrator and the teacher of the course to discuss the student's work ethic, academic performance, and usage of support services (i.e. tutoring).

Step 2: Parent, student, counselor or administrator, and teacher agree that the student needs to be placed on academic contract for the Spring semester OR transferred out in order to be placed in a course where they can demonstrate success.

High School Administration:

Principal: Stephanie Tsai **Assistant Principals:** Roman Guerra and Gwen Braude, Salvador Sevilla

Middle School Administration:

Principal: Meghan Van Pelt **Assistant Principals:** Justin Shahbaz and Jillian Okamura **Dean:** Thomas Flores