## Hillcrest High School International Baccalaureate (IB) Program

**Disclosure Statement**

### IB Mission Statement:

*The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.*

*These programmes encourage students across the world to become active, compassionate and lifelong learners*

*who understand that other people, with their differences, can also be right.*

**General Regulations**

The following are general regulations for all IB courses; however, teachers may adjust the standards of their own course according to their own grading policy:

* Class attendance is extremely important. If an absence is necessary, it is the student's responsibility to meet with the teacher to obtain what was missed as soon as s/he has returned to school.
  + **Deadlines for assignments, projects, quizzes and tests are still in force when the student is absent**; the student is responsible to meet the deadline even if they are unable to attend the class (email assignment, send with a friend, etc.).
  + At the teacher's discretion, assignments, quizzes and exams missed due to absence may NOT be made up unless it qualifies as a school excused absence.
* Class deadlines are firm; at teacher discretion, late work may not be accepted. Extenuating circumstances will be dealt with on or in advance of the due date and on an individual basis.
* Extra credit is generally not available for IB courses. However, individual instructors may allow remediation and re- doing of exams, quizzes, assignments, classwork, etc. for additional points/credit if applicable.
* All classes required for high school graduation that are completed outside the Hillcrest schedule MUST be completed by the first school day of the senior year.

**Single Year Standard Level Course conditions**

Students who plan on completing a Standard Level course in one year are subject to the following conditions:

* Students must complete a total of 30 hours of extra face-to face time with instructor outside of class time.
* These hours can be completed through various methods outlined by the instructor, that can include, but are not limited to, labs, early-start time, reviews, virtual lectures, rehearsals, etc.
* These hours must be completed on the following schedule:
  + at least 9 hours by the end of Quarter 1
  + at least 18 hours by the end of Quarter 2
  + at least 27 hours by the end of Quarter 3
  + all 30 hours before the May exams.
* Hour completion may be part of the student’s grade for the class
* Failure to complete these hours may result in the student forfeiting the opportunity to complete the course assessments at the end of the year.
* This requirement is subject to adjustment by the teacher.

### Internal and External Assessments for the course (IA and EA):

* Internal Assessments and External Assessments are **required** for all IB courses.
  + If the course is a two-year course, the Assessments may be required during each year according to teacher requirements.
  + The Assessments will be submitted to IBO the year the course is completed.
  + IB fees are required and **only** apply the year the course is scheduled to be completed.
* All Internal and External Assessments must be completed according to deadlines given by the teachers, subject to the following:
  + All IAs and EAs will receive points/grades in the Hillcrest class in addition to contributing to the IBO International grade awarded for completion of the course.
  + If an IA or EA, or any element thereof, is turned in one day after the due date, there will be a minimum automatic deduction of 50% of the points towards the Hillcrest Grade.
    - Additional deductions will be made for each additional day late.
    - After 5 school days late (maximum), NO points will be awarded for the Hillcrest Grade, and the IA or EA will NOT be submitted to IB, resulting, according to IB Guidelines, in an IB International Grade of N (not

completed) for the ENTIRE Course. Remediation of the N grade is according to IB Retake Guidelines (see below).

* + - Extenuating circumstances will be dealt with on or **in advance** of the due date and on an individual basis with the IB Coordinator and teacher.
  + ALL elements of the IAs and EAs must be completed according to IB, school, and course requirements for the assessment to be submitted to IB:
    - If any part or section(s) are not completed, the assessment will **not** be submitted and, according to IB Guidelines, the student will receive an IB International Grade of N (not completed) for the ENTIRE Course. Remediation of the N grade are according to IB Retake Guidelines (see below).
  + IB Fees paid for the class will be non-refundable after 15 January 2018 according to IB registration deadlines, **even if a student withdraws from the class and assessments**. This also applies to courses where IA and EA guidelines listed above are not followed and an N Grade is awarded. **Fines will be submitted for unpaid fees.**
* IB Retake Guidelines: In order to remedy the N and receive an IB International Grade, the student will need to re-do and submit ALL the IAs and EAs required for the course in a later session (11th-May 2018, 12th-Nov 2017 or May 2018) if allowed according to IB Retake Guidelines.
  + A new IB course fee (and IB registration fee for graduated seniors) will need to be paid if a Retake is necessary.
  + Juniors may be required to continue a second year in the IB course at Hillcrest during the senior year in order to qualify to retake the assessments.

**Maintenance Standards**

The following standards are to be met in order to continue in the IB program:

* All IB Students - Anticipated (Junior), Diploma (Senior), Career (Senior) and Course (Senior):
  + Any student may enroll in any IB Course or Career-Related Course with the proper pre-requisites completed (excluding Theory of Knowledge and Personal and Professional Skills).
  + Students must maintain a C grade or higher (quarter final grade) in each IB and/or Career-Related course to continue in the class.
  + Students may be placed on academic probation and/or pulled from the IB or Career-Related class if grades fall below the minimum.
* Diploma Candidates (Senior) and Career Candidates (Senior) - In order to be registered and maintained as a Diploma or Career Candidate:
  + Above standards apply for individual IB courses/classes (Career: also career-related classes).
  + Students must be and stay up to date with all deadlines, including for Diploma: Extended Essay (EE) and Creativity, Activity, and Service (CAS) deadlines; and for Career: Reflective Project (RP); Community Service Learning (SL); and Language Development (LD) deadlines.
  + All IAs and EAs must be completed according to above guidelines.
  + ALL Career-Related certifications must be completed according to class guidelines.
  + Students must have all other high school graduation requirements completed or contained within their senior   
    schedule with no conflicts with IB classes; high school graduation will be the top priority!

I have read and understand the above rules, regulations, and standards, and agree to abide by them in order to maintain

good standing in the IB Diploma Program at Hillcrest High School

Print student name Student #

STUDENT SIGNATURE DATE

PARENT SIGNATURE DATE

ADMINISTRATOR SIGNATURE DATE

COORDINATOR SIGNATURE DATE