

IB POLICY and PROCEDURES

2014-2015

ACADEMIC GUIDELINES

Membership in the International Baccalaureate Program (IB) is a privilege. Due to the rigor of the program, academic and behavioral standards are necessary. In order to remain in the IB Program, a student must, at all times, be a full IB Diploma Candidate. In order to be a full diploma candidate, the student must complete all assessments required by the IB Organization for diploma candidacy, i.e. internal assessments, Theory of Knowledge requirements, external assessments, the extended essay and the Community, Activity, Service (CAS) component.

ACADEMIC GUIDELINES

9th grade:

MID-PERIOD WARNING will be issued for freshman who have a C, D or F in any academic subject. Parents will be notified by email. Students who receive a "mid-period warning" are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis. Mid-period warning dates are at the end of this document.

REPORT PERIOD WARNING: "Academic alerts" will be issued for students whose GPA falls below a 2.69 and/or have Ds or Fs in academic classes at the end of the 9 week marking period. Parents will be notified by letter. A student who receives an "academic alert" is required to meet with his/her academic coach once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students who receive an "academic alert" are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

Curriculum Note: Students with a report period grade of C or lower will have the sophomore year curriculum prescribed by the IB faculty, facilitated by the academic coach in order to improve the probability of achieving success in the IB Program.

SEMESTER ACADEMIC CONSEQUENCES/PROBATION: A student with a first semester grade of F or more than one D in an academic class will be removed from the Pre-Diploma Program and assigned to his/her zoned school. A student with an **unweighted first semester GPA*** less than 2.69 will be placed on "academic probation." Parents will be notified by letter. A success plan will be prepared by the academic coach in conjunction with the student's teachers. Students who are on "academic probation" are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

Curriculum Note: Students with a report period and/or semester grade of C or lower will have the sophomore year curriculum prescribed by the IB faculty, facilitated by the academic coach in order to improve the probability of achieving success in the IB Program.

END OF YEAR ACTION: A student will be removed from the Pre-Diploma Program and assigned to his/her zoned school if the **cumulative** unweighted GPA** is less than 2.69 at the end of the freshman year. Any student with a second semester grade of F or more than one D in an academic class will be removed from the Pre-Diploma Program. There will be no appeal. Parents will be notified by letter.

Curriculum Note: Students with a report period/and or semester grade of C or lower will have the sophomore year curriculum prescribed by the IB faculty, facilitated by the academic coach in order to improve the probability of achieving success in the IB Program.

10th grade:

REPORT PERIOD WARNING: "Academic alerts" will be issued for students whose GPA falls below a 2.69 and/or have Ds or Fs in academic classes at the end of the 9 week marking period. Parents will be notified by letter. A student who receives an "academic alert" is required to meet with his/her academic coach once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students who receive an "academic alert" are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

Curriculum Note: Students with a report period grade of C or lower will have the junior year curriculum prescribed by the IB faculty, facilitated by the academic coach in order to improve the probability of achieving success in the IB Program.

SEMESTER CONSEQUENCES/PROBATION: A sophomore with a first semester grade of F or more than one D will be removed from the IB Program and assigned to his/her zoned school. The dismissal may be appealed. Parents will be notified by letter. A sophomore with an **unweighted first semester* GPA** less than 2.69 will be placed on "academic probation." Parents will be notified by letter. The student is required to meet with his/her academic coach once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

Curriculum Note: Students with a report period and/or semester grade of C or lower will have the junior year curriculum prescribed by the IB faculty, facilitated by the academic coach in order to improve the probability of achieving success in the IB Program.

END OF YEAR ACTION: A student will be removed from the Pre-Diploma Program and assigned to their zoned school if the **cumulative** unweighted GPA** is less than 2.69 at the end of the sophomore year. Any student with a second semester grade of F or more than one D in an academic class will be removed from the Pre-Diploma Program. The dismissal may be appealed. Parents will be notified by letter.

Curriculum Note: Students with a report period and/or semester grade of C or lower will have the junior year curriculum prescribed by the IB faculty, facilitated by the academic coach in order to improve the probability of achieving success in the IB Program.

11th and 12th grades

REPORT PERIOD WARNING: "Academic alerts" will be issued for students whose GPA falls below a 2.69 and/or have Ds or Fs in academic classes at the end of the 9 week marking period. Parents will be notified by letter. A student who receives an "academic alert" is required to meet with his/her academic coach once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students who receive an "academic alert" are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

SEMESTER CONSEQUENCES/PROBATION: A student with a first semester grade of F or more than one D and/or an **unweighted first semester GPA** * less than 2.69 will be placed on "academic probation." Parents will be notified by letter. A student with an unweighted GPA that is less than 2.69 is required to meet with his/her academic coach once every 9-day rotation until the GPA is at or above a 2.69 and all academic grades are above a D. Students are strongly encouraged to make an appointment with their teachers to pre-sit/re-sit classes in areas of weakness, and/or attend tutoring on a regular basis.

END OF YEAR ACTION:

JUNIORS: A junior with a **cumulative** unweighted GPA** that is less than 2.69 and/or a second semester final grade of F or more than one second semester final grade of D will be removed from the IB Program. These students may remain at St. Petersburg High School, if approved by Student Assignment Office, however, no transportation services will be provided for those students who live out of the SPHS zone. There will be no appeal. Parents will be notified by letter.

SENIORS: Second semester seniors must earn a passing grade in all required courses in order to be eligible for a Florida High School Diploma.

*The unweighted first semester GPA is the average of semester grades earned in high school for that school year.

**The cumulative GPA is the average of all semester grades earned in high school.

DIPLOMA REQUIREMENTS (11th & 12th grades)

Internal Assessments

Students who do not submit required internal assessments may not earn the IB Diploma or a State of Florida Diploma. Due dates for internal assessment are set by each academic department. Students must meet the due dates or will be removed from the program.

Theory of Knowledge (TOK)

The TOK course must be completed and passed in order to be a diploma candidate. As a requirement for this course, a student must write, for external assessment purposes, one essay. Failure to complete, any or all required assignments will result in the student's removal from the program.

Extended Essay (EE)

As full diploma candidates, students must submit finished copies of the EE to their advisor by the due date established by the academic department. Failure to meet department deadlines will result in a disciplinary referral. Failure to submit a completed EE by the due date will result in removal from the IB Program.

Community, Activity, Service (CAS)

As full diploma candidates, students must complete the CAS component of the IB Program by the established due date. According to the IB, CAS activities must be performed on a continuous basis over a minimum of 18 months. CAS must continue until at least February of the senior year. Rising seniors who are out of compliance must regain compliancy by July 31st to be permitted to start their senior year in the IB Program. Rising seniors must be in compliance with CAS guidelines for at least nine months by July 31st to be permitted to start their senior year in the IB Program. Compliance guidelines will be provided separately. Students who are out of compliance with CAS will receive a disciplinary referral.

External Assessments

Students are expected to take all required external (IB) exams. Students who do not show up for exams or take them in good faith will be required to reimburse the district the cost of the exams.

BEHAVIORAL EXPECTATIONS/CONSEQUENCES

Students in the IB Program are expected to abide by the Pinellas County Schools Code of Student Conduct. Since enrollment in the IB Program is a privilege, IB students are held to a higher disciplinary standard. Repeated misconduct (or a single egregious infraction) may result in the student's removal from the program. In the IB, special attention is paid to academic disciplinary infractions such as cheating, computer misconduct, illegal possession of exams, or plagiarism.

In cases of a student's removal from the program as a result of repeated misconduct, the IB Coordinator will have notified the student's parents in writing in an effort to correct the inappropriate behavior before removing the student.

Reassignment to a district discipline program or expulsion will result in immediate removal from the IB Program. The Student Assignment Office will determine what school student will attend.

ATTENDANCE

Due to the rigor and high expectations of the program, students need to be in class on a regular basis. Extenuating circumstances may cause a student to be temporarily absent from the program for an extended period. An agreement upon the conditions and acceptable length of absence will be facilitated by the program coordinator. Failure to comply with the agreement will result in removal from the Program.

Important Dates

Freshman Mid-Period Warnings are based assignments/grades earned from start of marking period through the following dates:

September 24

November 19

February 13

May 1

End of Report Period dates for all students:

October 17

December 19

March 13

June 2.

PLEASE RETURN THIS PAGE ONLY

I understand the **Academic Guidelines** document is located on the St. Petersburg High School website: www.stpetehigh.com, in the International Baccalaureate link, under the IB Program tab.

I have read and agree to comply with the **2014-2015 IB Policy and Procedures Academic Guidelines**.

Parent _____ Print name _____

Student _____ Print name _____

Date _____