

*IB POLICY effective as of March 15, 2001*

- i) Grade 10 students and all transfer students *may* apply to the IB program. IB Coordinator, *High School Principal* and Guidance Counselor grant application approval. Subject specific teachers *and the Director* may be consulted if needed.
- ii) A grade 10 student must have between a “90 and 100” average *for grades 9 and 10 in appropriate pre-IB level courses* to enter in an IB HL course, specific to the subject.
- iii) A grade 10 student must have a minimum “80 to 89” average *for grades 9 and 10 in appropriate pre-IB level courses* to enter in an IB SL course, specific to the subject.
- iv) Where a student has not met the pre-requisites of a course and would like to enter into an SL/HL subject he/she will need approval of the IB Coordinator, HS Principal, *teacher* and the Director. To be eligible for IB physics, a student must be enrolled in Math HL or SL as well.
- v) A student must keep a “90” average or higher to remain in good standing in a HL course that is being offered. A student who receives a “89” or lower in an IB HL subject will be placed on academic probation, and the IB coordinator will inform the parents. If by the following quarter, a grade of 90 or above is not achieved, the student will lose their IB status in that course. A student may appeal in writing to the IB Coordinator within 5 school days of losing their IB status in order to be *conditionally re-instated. The matter will be considered by the IB Coordinator, the HS Principal, the Guidance Counselor and the Director. The IB coordinator will inform parents and students of the decision.*
- vi) A student must keep an “80” average or higher to remain in good standing in a SL course that is being offered. A student who receives a “79” or lower in an IB SL subject will be placed on academic probation, and the IB coordinator will inform the parents. If by the following quarter, a grade of 80 or above is not achieved, the student will lose their IB status in that course. A student may appeal in writing to the IB Coordinator within 5 school days of losing their IB status in order to be *conditionally re-instated. The matter will be considered by the IB Coordinator, the HS Principal, the Guidance Counselor and the Director. The IB coordinator will inform parents and students of the decision.*
- vii) A student entering the school his/her first year may be accepted to the IB program on probation. Specific to the subject level, this student will need to achieve an “80” grade or higher by the end of the first term for SL courses, *and a “90” grade or higher by the end of the first term for HL courses.*
- viii) Diploma students who do not submit their CAS forms or Extended Essay on the date(s) of the student internal deadline(s) will lose their IB Diploma status. A student may appeal the loss of status in writing to the IB Coordinator within 5 days. *The matter will be considered by the IB Coordinator, the HS Principal, the Guidance Counselor and the*

*Director. The IB coordinator will inform parents and students of the decision.*

- ix) *A student who exits the IB program in a course may upon request be admitted to ISC status and complete the year for credit if passing grades are obtained*
- x) **All students must meet internal assessment dates given by the teacher. Failure to meet the deadline, without extenuating circumstances will result in an “F” failing grade and students will receive an “N” from IB for their subject mark. This “N” indicates that no grade is awarded. This could be for any of the following reasons: withdrawal from the exam, absence from one or all parts of the exam, failure to meet the requirements, breach of regulations. Students who receive a failing grade will not be able to write the final exam in May.**
- xi) **Any adaptation of internal assessment dates made by the teacher must be approved by the IB Coordinator.**
- xii) **Students may change courses or course levels prior to September 30, of their grade 11<sup>th</sup> year. Strong teacher recommendations may warrant a change. Teachers will meet in mid-September to discuss student progress. All subject changes must occur prior to October 1<sup>st</sup>. Students are responsible for all work taught prior to October 1<sup>st</sup> in the subject in which they have newly registered.** Revised December 14, 1999.
- xiii) **Under very special circumstances, The IB Coordinator and High School Principal will grant permission to students desirous of making a significant change in one of their IB Diploma subjects, after the deadline, at the student’s own risk.**
- xiv) **A student may change levels from HL to SL up to October 1<sup>st</sup> of their second year.**
- xv) **Students need to submit to their teachers two computer print out copies of all their internal assessment work. One copy will be sent to external examiners and the other will be kept on file. Students must have their identification number typed on all pages and all pages need to be numbered.**
- xvi) **It is the practice of the IBCA that all policy issues are handled through a school’s IB Coordinator. It is appropriate for all correspondence to be communicated to IBCA only through the IB Coordinator.**
- xvii) **All IB students must be capable of answering IB style exam papers for every exam taken at ISC, to become familiar with the way IB exam question papers are formatted.**
- xviii) **The IB Coordinator is responsible for the administration of the overall running of the IB Program.**
- xix) **Students will routinely process their essays at “turnitin.com” before submitting all their final written work for the Extended Essay, TOK, A1 World Literature, A2 written tasks and Internal Assessment.**