

## Instructions to the Westminster IB Diploma Applicant Applying for 11<sup>th</sup> Grade

We are excited that you've chosen to participate in the IB Diploma Program!

In this packet you will find:

- Instructions to the IB Applicant
- The IB application location
- Contract and Honor code
- Student and Parent Contact Sheet
- Teacher Recommendation Forms (for English, Math, and a teacher of your choice)

### Step 1

If you decide to apply, go to <https://www.westminsterpublicschools.org/westminsterhs>. Follow this pathway: Students > IB; then look on the right hand side for the application form. Please fill out all required questions. *Late applications may be accepted, but those students may be placed on a waiting list and will be considered only on a space-available basis. **Be on time, NO EXCUSES!!***

### Step 2

Both you and your parent(s) need to read, review, and sign the contract and honor code.  
Both you and your parents need to complete the contact information sheet.

### Step 3

Print your name and the name of the teacher who will complete your recommendation on each of the Teacher Recommendation Forms. Give the appropriate form to your English teacher and your Math teacher. The third one goes to a teacher of your choice. Ask them to fill out the form; they can either give it back to you to deliver to Ms. Curlee, or they can deliver it to Ms. Curlee's mailbox in the main office.

**Allow teachers as much time as possible by giving them the recommendation form as soon as you can.** It is your responsibility to check with the teachers a day or two before the deadline to see if they've completed the form for you.

### Completed student applications will include:

- Online short answer questions
- Signed contract and honor code (turned in to A321)
- Completed contact information sheets (turned in to A321)
- 3 teacher recommendations (turned in to A321)

**And are due February 23rd, 2018.**

## Guidelines for Retention in the IB Diploma Program: Student Contract

The IB program is a rigorous academic endeavor, requiring commitment of both time and effort. In order to ensure that students are placed where they will succeed, as well as to ensure that IB students in District 50 maintain rigorous working behavior, the following guidelines will apply to all students enrolled in IB classes:

1. Students in the diploma program will maintain excellent attendance. Attendance may not directly affect a student's grade, but it is a required component of the program. If a student has more than 4 unexcused absences in a class period per quarter, he or she will be put on attendance probation. If poor attendance continues, the student will be removed from that class and enrolled in a class where he or she will be successful. This will immediately change the student's status from diploma to certificate student, and the student will be withdrawn from the attendance deficient course.
2. Students are expected to demonstrate academic excellence. In order to ensure the integrity of the program and the student's success, students must be making appropriate progress--as deemed by the teacher--at quarter and pass his or her IB classes with a 3.0 or higher at semester, and  
  
Grades at quarter and at semester. If a student is found to be deficient, he or she will be placed on academic probation. At the end of the probationary quarter, the student's grades will be reevaluated; if the student has not met requirements in all IB classes, the student will be removed from any deficient classes. This will immediately change the student's status from diploma to certificate student, and the student will be withdrawn from the course. Further, if a student is deficient, he or she will not be registered for IB exams in that course.
3. Students enrolled in IB courses MUST test in those courses. Registration for testing occurs in October of the testing year, and fees are due between January and April.. If you are not testing, you will be removed from that IB course.
4. Students enrolled in IB courses will strive to meet the characteristics of the IB Learner Profile (attached).
5. Students in IB will maintain academic honesty.
6. Students in the IB diploma program will complete both CAS requirements and the Extended Essay.

I understand the requirements for retention in the program.

Student name (printed)

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Student signature

Date

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Parent name (printed)

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Parent signature

Date

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# Westminster IB Honor Code and Declaration

Students in the Westminster IB program are expected to uphold the highest standards of academic honesty, respect for others, and personal integrity. Academic integrity and personal honesty are central components of responsible citizenship. All IB students sign the honor code as part of the admission process, and violations of the honor code may result in dismissal from the program. Three levels of ethical violations and their consequences are described below. Violations include but are not limited to the examples given below.

## Level 1

Level 1 occurrences, dealt with at the classroom level, include spur-of-the-moment wandering eyes on examinations and similar infractions involving classroom and homework assignments. IB students are responsible for understanding honor code expectations of the instructor in each course.

A student found guilty of a Level 1 infraction may receive a warning or loss of credit on that examination or assignment. Information about the infraction will be shared with the IB coordinator. Parents may be contacted and a conference may be required.

## Level 2

Level 2 occurrences involve more serious ethical violations or a repeat of Level 1 offenses. These may include plagiarism and violations involving academic integrity.

A student found guilty of a Level 2 infraction will receive no credit on the examination or assignment and may face suspension from the IB program or from school. The IB coordinator, school administration, and a parent will be contacted, and a conference may be required.

## Level 3

Level 3 occurrences include a second occurrence of Level 2; premeditated cheating; involvement in cheating conspiracies; theft of assessment, instructional, or administrative material; altering grades in teacher records; or behavior that is threatening toward faculty or students.

A student found guilty of a Level 3 infraction, may face expulsion from the IB program. The IB coordinator, school administration, and a parent will be contacted, and a conference will be required.

## Student Declaration:

I fully understand the IB Honor Code and commit to the ideals and principles of the IB Program and Honor Code. I also understand the requirements of the IB Program and agree to meet the full expectations of this program. I understand that if I do not meet the full expectations of the IB Programme, that I may be removed from the program, as stated in the WHS IB Programme Enrollment Policy.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

## Contact Information Sheet

It is very important to us that we keep in touch with students and parents about student progress, student deadlines, program events, etc. To do so, we use "Remind," a program that lets us text/e-mail to groups and individuals while keeping your contact information private.

Remind works best on your smart phone, as you can download the application. It will also send texts directly to your phone. Alternatively, Remind works online and with e-mail addresses. If you can use either text or e-mail to receive messages through Remind, please share your contact information.

*Student:*

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street (number and name) City Zip Code

Cell Phone Number \_\_\_\_\_

- I can receive texts on this cell phone
- No, please don't send me texts

E-mail address \_\_\_\_\_

*Parent(s)*

Parent name \_\_\_\_\_

Parent's cell phone \_\_\_\_\_

- I can receive texts on this cell phone
- No, please don't send me texts

No cell phone, but here is home number: \_\_\_\_\_

Parent e-mail address \_\_\_\_\_

Parent name \_\_\_\_\_

Parent's cell phone \_\_\_\_\_

- I can receive texts on this cell phone
- No, please don't send me texts

No cell phone, but here is home number: \_\_\_\_\_

Parent e-mail address \_\_\_\_\_

**IB Program ----- Westminster High School**  
**English Teacher Recommendation Form**

Student name \_\_\_\_\_ Subject: English

Teacher name \_\_\_\_\_

This student is applying for the IB program, an honors program across all academic disciplines. Your evaluation of the student's potential in such a course of study is essential to the IB Application Committee's decisions.

The application procedure is designed to find able students who have good work habits and the maturity and motivation to succeed in a strenuous academic program. It is also designed to screen out students whose likelihood of success is diminished by the lack of those attributes. Thank you for your assistance.

**Rating scale: How does this student exhibit the traits listed? Please check the appropriate level for each trait. Please use the back of the sheet for any comments you would like to provide.**

<b>Trait</b>	<b>5</b> to an exceptional degree	<b>4</b> consistently	<b>3</b> frequently	<b>2</b> occasionally	<b>1</b> rarely	<b>0</b> does not exhibit
<b>Learning Traits</b>						
Learns quickly						
Retains information						
Comprehends written material						
Comprehends oral instruction						
Asks appropriate questions						
<b>Work Traits</b>						
Works well independently						
Works well in groups						
Completes all assignments						
Is punctual						
<b>Motivational Traits</b>						
Genuinely interested in learning						
Seeks additional information						
<b>Personal Traits</b>						
Is self-confident						
Is mature						
Has imagination						
Has a sense of humor						
Handles outside responsibilities						
<b>Quality of Work</b>						
Written work is correct, expressive						
Oral work is mature						
Problem solving is strong						

**Overall recommendation (circle one):**

	Recommended with Enthusiasm	Recommended Strongly	Recommended	Recommended with reservation	Not Recommended
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Signed \_\_\_\_\_ **Please provide additional comments on the back** 

**IBProgramme ----- Westminster High School  
Mathematics Teacher Recommendation Form**

Student name \_\_\_\_\_ Subject: Math

Teacher name \_\_\_\_\_

This student is applying for the IB program, an honors program across all academic disciplines. Your evaluation of the student's potential in such a course of study is essential to the IB Application Committee's decisions.

What math course is the student currently enrolled in? \_\_\_\_\_

What math course do you recommend this student take next year? \_\_\_\_\_

**Rating scale: How does this student exhibit the traits listed? Please check the appropriate level for each trait. Please use the back of the sheet for any comments you would like to provide.**

Trait	5 to an exceptional degree	4 consistently	3 frequently	2 occasionally	1 rarely	0 does not exhibit
<b>Learning Traits</b>						
Learns quickly						
Retains information						
Comprehends written material						
Comprehends oral instruction						
Asks appropriate questions						
<b>Work Traits</b>						
Works well independently						
Works well in groups						
Completes all assignments						
Is punctual						
<b>Motivational Traits</b>						
Genuinely interested in learning						
Seeks additional information						
<b>Personal Traits</b>						
Is self-confident						
Is mature						
Has imagination						
Has a sense of humor						
Handles outside responsibilities						
<b>Quality of Work</b>						
Written work is correct, expressive						
Oral work is mature						
Problem solving is strong						

**Overall recommendation (circle one):**

	Recommended with Enthusiasm	Recommended Strongly	Recommended	Recommended with reservation	Not Recommended
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Signed \_\_\_\_\_ **Please provide additional comments on the back** 

**IB Programme----- Westminster High School**  
**Teacher Recommendation Form**

Student name \_\_\_\_\_ Subject: \_\_\_\_\_

Teacher name \_\_\_\_\_

This student is applying for the IB program, an honors program across all academic disciplines. Your evaluation of the student's potential in such a course of study is essential to the IB Application Committee's decisions.

The application procedure is designed to find able students who have good work habits and the maturity and motivation to succeed in a strenuous academic program. It is also designed to screen out students whose likelihood of success is diminished by the lack of those attributes. Thank you for your assistance.

**Rating scale: How does this student exhibit the traits listed? Please check the appropriate level for each trait. Please use the back of the sheet for any comments you would like to provide.**

Trait	5 to an exceptional degree	4 consistently	3 frequently	2 occasionally	1 rarely	0 does not exhibit
<b>Learning Traits</b>						
Learns quickly						
Retains information						
Comprehends written material						
Comprehends oral instruction						
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Works well independently						
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Completes all assignments						
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Is mature						
Has imagination						
Has a sense of humor						
Handles outside responsibilities						
<b>Quality of Work</b>						
Written work is correct, expressive						
Oral work is mature						
Problem solving is strong						

**Overall recommendation (circle one):**

	Recommended with Enthusiasm	Recommended Strongly	Recommended	Recommended with reservation	Not Recommended
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Signed \_\_\_\_\_ **Please provide additional comments on the back** 