

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 at Westminster High School 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 and follow the school wide attendance policy.
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. 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 This will immediately change the student's status from diploma to certificate student, and the student will be withdrawn from the course.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..
4. Students enrolled in IB courses will strive to meet the characteristics of the IB Learner Profile (attached) and demonstrate positive attitudes towards academics and work ethic.
5. Students are expected to maintain attendance on test dates and major project due dates.

After missing a *second* major project or test, the student will be notified by his/her teacher that the teacher is concerned about test/project avoidance and the IB Coordinator will be notified. A third missed major project or test will be considered unexcused unless a doctor's note or other official documentation is provided on the day the student returns to class (parent phone calls will not excuse the assignment), and no make up will be allowed. This policy refers to an accumulation of absences in **all** of a student's IB classes; therefore, absences on major project days will be reported to Ms. Curlee for her to keep track of the total number of absences on tests/projects/discussions/labs etc. School excused absences for athletic participation are exempt from this policy. Missed projects or tests if unexcused will receive a zero score.

6. Students in IB will maintain academic honesty. (See honor code)
7. 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)

Student signature

Date

Parent name (printed)

Parent signature

Date

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 smartphone, 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; instead, I will receive updates via email

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; instead, I will receive updates via email

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; instead, I will receive updates via email

No cell phone, but here is home number: _____

Parent e-mail address _____