



**St. Dominic High School
International Baccalaureate Program**



Dear Parent or Guardian:

Your daughter/son is about to begin a very rewarding educational experience that will demand commitment, perseverance, and intellectual stamina. The program is purposefully designed to challenge each child while creating an academic environment that is stimulating, nurturing, and expansive.

In an effort to design a support network for each student, the following procedures have been put in place. The policies listed below describe a full team effort to ensure the success of each anticipated Diploma and Course candidate.

Please review the described policies, sign the acknowledgement of receipt, and return to the school secretary upon registration.

The following requirements must be met in order to complete the St. Dominic High IB Diploma Programme. International Baccalaureate Diplomas are awarded by the IB based on a compilation of scores for each of the requirements below:

CAS

1. In order to receive completion credit for CAS, each student must complete the Learner Outcomes as stated in the CAS curriculum and outlined by the CAS coordinator. This date will fall in the last term of DP Year 2. Students can begin documenting CAS activities and recording reflections as of August 2024.
2. Students will be required to show evidence of their goals and activities to the CAS Coordinator throughout their CAS experience. All CAS activities must be presented via a proposal and submitted to the CAS coordinator via ManageBac. Any activities not approved in advance are at risk of not counting towards the CAS requirement.
3. The completion of the outcomes must adhere to the SDHS CAS guidelines and must be documented via ManageBac.
4. Completion of CAS and the CAS presentation is required for the IB Diploma.

Extended Essay (Research Thesis)

1. Each student is required to complete an IB Extended Essay by October 31, 2025. If a student has not completed and submitted the essay, he/she will not be registered as a Diploma candidate but for individual subjects (Course candidate).
2. The Extended Essay (EE) will focus on a student-selected academic topic and will consist of 4000 words.
3. Extensive research will be required over the duration of several months.
4. An EE information meeting will be held in Term 1 of DP Year 1 - students are required to attend.
5. Submission dates will be given to the students for the following stages of the research process (see below). All submission dates must be met.
 - A. a formal research proposal, including thesis title
 - B. a formal research outline
 - C. a rough draft with documentation
 - D. a final draft with documentation

Theory of Knowledge (TOK)

1. Each student must meet the IB Theory of Knowledge requirements during the IB Year 1 and IB Year 2.
2. Completion of the course, the TOK paper and exhibition are required for the IB Diploma.

IB Internal Examinations

1. Each IB Diploma course has Internal Assessments (IA). The IA's will vary in presentation (oral, written, production, etc.). All students must complete all required IB Internal Assessments on specified dates as there are no make-up exams or late submission opportunities. The only exception is for a serious extenuating circumstance approved by the IB Coordinator.

IB External Examinations

1. Each student will be required to complete an IB External Examination for every undertaken IB course. The External Exams commence at the end of April, and many of the exams consume 3-5 hour testing blocks.

2. Attendance at registered exams is mandatory. Make-up exams are not offered by the IBO.
3. Each diploma candidate will sit three (3) Higher Level (HL) exams and three (3) Standard Level (SL) exams.

Grading Policies and Procedures

1. Course grades and grade descriptors will be given at the end of each semester via a report card and via the school's internet administration program, ManageBac. It is the responsibility of both the student and the parent to review grades in ManageBac.
2. ManageBac will display grades using the IB numerical grading 1-7. The grade will be followed by a descriptor that consists of the characteristics of the student's performance.
3. In the event of a low grade/declining grade, the parent and student are encouraged to contact the teacher of the course to discuss progress, skills, and ways the course grade can improve. Time is truly of the essence as it gets harder and harder to recover from grade decline as the term progresses.
4. If a student/parent has a question or concern over a classroom activity, conversation, grade assignment or instructional issue, the parent should initiate a parent/teacher conference so the matter can be addressed. The teacher should always be the first contact when there is an academic/classroom concern and/or question.
5. If a student earns two (2) consecutive failing grades in a class, a conference will be set up between the student and the IB coordinator. This meeting will serve the purpose of discussing a student intervention plan that coordinates student growth and development within the IB programme.
6. Students will not be able to change an IB course or switch the level until an academic meeting occurs, as described in point number five (5). If a course or level change is deemed appropriate, the change must take place no later than the end of Term 1.

7. All candidates must familiarize themselves with the Academic Honesty guide to ensure candidates understand and respect original authorship and ownership of their own works. Candidates and guardians must read *Academic Honesty in the Diploma Programme*.

8. As a result of advanced studies found within the IB curriculum, some reading materials and discussions will consist of material that is intended for university study. The maturity of such materials will require a mature perspective and attitude from all students. If at any time a student and/or parent have a concern regarding presented materials, the family should immediately contact the teacher to discuss the issue in regards to rationale and purpose. Teachers within the IB program have selected the course materials and they have been reviewed and approved by the IB organization. It is important to note that all instructional materials taught in class are presented with the purpose of preparation for future IB examinations.

I have read, and I understand the expectations of the St. Dominic High School International Baccalaureate Program.

Printed Student Name

Parent/Guardian Signature

Date

Student Signature

Date