

# St. Petersburg High School Pre-International Baccalaureate Program

## Guidelines and Expectations

Membership in the International Baccalaureate Program (IB) is a privilege. SPHS Pre-IB students are expected to maintain model standards of behavior, character, academics and attendance. According to the Pinellas County Schools Diploma Application Program (DAP) Guidelines, DAP students must abide by the PCS code of conduct and at IB World Schools model the IB learner profiles at ALL times. Additionally, DAP students are expected to maintain great school attendance. This document details the policies, guidelines and expectations for the SPHS Pre-IB students.

### Behavioral Expectations

IB students are held to a higher disciplinary standard. Repeated misconduct (or a single egregious infraction) will result in the student's removal from the program. In the IB Program, special attention is paid to bullying and harassment as well as academic disciplinary infractions such as cheating, computer misconduct, illegal possession of exams, or plagiarism.

### *Bullying and Harassment*

Students must be able to learn in an environment that is safe, secure, and free from harassment and bullying of any kind. The SPHS IB Program will not tolerate bullying and harassment of any type. "Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against another student but is not limited to:

- A. teasing
- B. social exclusion
- C. threat
- D. intimidation
- E. stalking, including cyberstalking as defined herein
- F. physical violence
- G. theft
- H. sexual, religious, or racial harassment
- I. public or private humiliation

In addition, "bullying", "cyberstalking", and "harassment" also encompass, but are not limited to, unwanted harm towards a student in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.

### *The Honor Code*

Students in the SPHS Pre-IB Program and IB Diploma Program are expected to maintain the highest standard of academic and personal integrity. Integrity includes honesty, trustworthiness and reliability. Every student has a right to pursue an education that is free from the problems caused by any form of intellectual dishonesty.

Malpractice: The International Baccalaureate Organization (IBO) defines malpractice as "behavior that results in the candidate or any other candidate gaining an unfair advantage..." and includes:

- Plagiarism – the representation of the ideas or work of another person as the candidate's own
- Collusion – the supporting of malpractice by another candidate, as allowing one's work to be copied or submitted for another
- Duplication of work – the presentation of the same work for different assignments
- Others – includes:
  - Taking unauthorized materials into an exam, test, quiz or other assessments situation
  - Engaging in misconduct during an exam, test, quiz or any other assignment

- Falsifying any records
- Copying, paraphrasing reusing or submitting another's work without acknowledging the source, including information from the Internet
- Receiving or giving of any unauthorized assistance on any form of academic work

The IB faculty is opposed to malpractice and cheating for several reasons

- Cheating does not level the playing field. Cheating may result in a student receiving the same or better grade than students who have honestly earned the grade. Such dishonesty could result in the cheater's grade point average and class rank to be unfairly inflated and thus negatively affecting other students' class rank.
- Cheating misrepresents to parents, colleges and teachers a student's mastery of the subject.
- The time taken to monitor students for cheating causes a reduction in the time a teacher has to use for academic instruction.
- Students who are mature enough to select and qualify for a rigorous academic program should also be mature and committed enough to work for and accept the grades they earn.

Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher *prior* to submitting the work/assignment.

### **Dismissal**

Students will be dismissed from the IB Program for involvement in a disciplinary infraction of serious nature, such as battery, bullying, harassment, fighting, drugs, alcohol, weapon, gang-related activity and felony arrest. In cases of a student's removal from the program as a result of minor 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 the student will attend.

### **Academic Guidelines**

Due to the rigor of the program, academic standards are necessary. The following guidelines are for SPHS Pre-IB, 9<sup>th</sup> and 10<sup>th</sup> grade students.

**Mid-Period Warning:** May be issued for freshman and sophomores who have a D or F in an academic subject at mid-point in the 9 week quarter. Parents will be notified by email from the teacher (If no email address is available, notice will be mailed). Mid-period warning dates are available at the end of this document, on IB website calendar, and ManageBac calendar.

- **Students with one D in a core subject** will complete a Student Success Plan for the course of concern to establish a plan for academic improvement. The Success Plan template will be attached to the mid-term report emailed from the teacher. Parents are encouraged to collaborate with the students to complete the Success Plan. The completed plan must be returned to the teacher within one week from date of receipt.
- **Students with more than one D and/or a failing grade** will receive a Student Success Plan in the classes of concern as stated above. In addition, the students will be assigned an Individual Academic Advisor that will meet with the student at least once every 9-day rotation. The students will be assigned to this Academic Advisor until the end of the marking period (quarter) at which time their academic progress will be re-evaluated.

**Quarter (9- WEEK) Warning:** "Academic Alerts" will be issued for students whose GPA falls below a 2.69 and/or they 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" notification is required to meet with his/her Individual Academic Advisor once every 9-day rotation until the GPA is at or above 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 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 student on "Academic Probation" is required to meet with his/her Individual Academic Advisor once every 9-day rotation until the GPA is at or above 2.69 and all academic grades are above a D. Students on probation will complete a Success Plan (s) in the course (s) of concern and 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***

**Freshman:** A student will be removed from the Pre-Diploma Program and assigned to his/her zoned school for the following reasons:

- The **cumulative\*\* unweighted GPA** is less than 2.69 at the end of the freshman year.
- A second semester or "Full Year" (EOC classes) **grade of F or more than one D in an academic class.** There will be no appeal. Parents will be notified by letter.

**Curriculum Note 9<sup>th</sup> Grade:** Students with a quarter/and or semester grade of C or lower may have the sophomore year curriculum prescribed by the IB faculty, facilitated by the advisor in order to improve the probability of achieving success in the IB Program.

**Sophomore:** A student will be removed from the Pre-Diploma Program and assigned to their zoned school for the following reasons:

- The **cumulative\*\* unweighted GPA** is less than 2.69 or more than one final grade of D. The dismissal may be appealed
- A second semester or end of year grade of F. If a student fails a class there is no appeal. Parents will be notified by letter.

**Curriculum Note 10<sup>th</sup> Grade:** Students who finish their Sophomore year with a probationary status two out of three semesters will be required to have an Academic Review hearing prior to beginning the Diploma Program. An academic success plan will be prescribed by the IB faculty in order to improve the probability of achieving DP success.

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#### **Attendance**

Due to the rigor and high expectations of the program, students are expected to be in attendance for every class (including CTSS), test, or quiz and assignments barring serious illness or hospitalization. With the block schedule, a significant amount of time is lost when students are absent. It is expected that students will schedule make up work with teachers immediately upon returning to school. Per school board policy, skipping class will result in disciplinary action and all unexcused absences will result in a 10% reduction in the grade.

**I received a copy of the St. Petersburg High School Pre-International Baccalaureate Program Guidelines and Expectations. I have also been informed that the document is located on the St. Petersburg High School website: [www.stpetehigh.com](http://www.stpetehigh.com), in the International Baccalaureate link, under the IB Program tab.**

**I understand the guidelines and expectations for students who have the privilege of being a member of the SPHS Pre-IB and IB Program. I have read and agree to comply with the St. Petersburg High School Pre-IB/IB Guidelines and Expectations. I understand that failure to comply with the agreement will result in removal from the SPHS Pre-IB/IB Program.**

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Student's Name

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Student's Signature

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Parent's Name

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Parent's Signature

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Parent's Name

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Parent's Signature

Date \_\_\_\_\_

Grade \_\_\_\_\_

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