



## **Stamford High School**

### **IBDP Academic Guidelines**

**2025-2026**

Membership in the International Baccalaureate Diploma Programme (IBDP) is a privilege. Due to the rigor of the programme, academic and behavioral standards are necessary. In order to remain in the IBDP, the student must complete all assessments required by the IB Organization for diploma candidacy, i.e. internal assessments, Theory of Knowledge requirements, external assessments, the extended essay and the Community, Activity, Service (CAS) component.

### **Individual Course Requirements**

#### **Makeup Work**

Due to the rigor and high expectations of the programme, students need to attend class on a regular basis and arrive on time. In order to be eligible to complete makeup work for credit or to turn in assignments that were due on the date of the absence for credit, a student must document this absence as per the school/district policy. Teachers will only update credit in the electronic gradebook if the PowerSchool absence documentation is logged. It is the student responsibility to submit the form for documentation within the timeframe established by the school/district. Teachers will be instructed to place a zero placeholder in PowerSchool for grades until the absence has been documented. Students should discuss deadlines for makeup work with their teachers upon return to school.

If a student misses an assessment because they were tardy, a parent/guardian must email both the teacher and the coordinator from their PowerSchool email address to excuse the tardy—unless the student has a Minga pass. Students cannot make up the missed work until this email is received. Until the absence is documented, teachers will be instructed to enter a zero in PowerSchool as a placeholder.

### **Late Work\***

In this college level programme, students are expected to submit their work on time and to communicate with teachers before assignments are due when extenuating circumstances arise. All IB teachers will have the option to consider late work for grading. However, all teachers are required to deduct 10% each calendar day in the case that an assignment is turned in late. The maximum deduction is 50%. For instance, an assignment turned in on time that would have earned a 8/10 would reduce to a 7/10 if turned in one calendar day late and a 6/10 if turned in two calendar days late. Late work will no longer be accepted after two weeks. This includes assignments required by the IB.

### **Quarterly Academic Alerts**

Academic alerts will be issued for students with a GPA falling below a 1.67, with Ds or Fs in an academic class at the end of the marking period, or with missing, late or incomplete work required by IB. Students and parents will be notified by email. A student who receives an academic alert is required to meet with the Diploma Coordinator once a week until all academic grades are above a D+ and all IB mandated assignments are complete. Students who receive an academic alert are strongly encouraged to make an appointment with their teachers and to seek out extra help on a regular basis.

### **End of Junior Year Action**

A junior with a final grade of an F in one or more courses, or one who has failed to complete a mandated IB assignment, will forfeit their IB Diploma and will be removed from the course in which the failing grade or missed assignment occurred. The student will continue as a Course Certificate Candidate. If the student attends Stamford High School with an out-of-attendance-zone placement, the student will remain at Stamford High School if currently enrolled in one or more IB Courses. There will be no appeal for removal from the Programme. Parents will be notified by letter. This student will also be removed from their senior year Theory of Knowledge Course.

*\*Teachers are required to uphold accommodations outlined in a student's 504 or IEP, should they have one. The Late Work policy will be adapted in accordance with the student's documented accommodations.*

## **Diploma Requirements**

### **Internal Assessments**

Seniors who do not submit a mandated IB assessment will not earn the IB Diploma but will remain in all IB courses. Parents will be notified by letter. Due dates for internal assessment are set by the course teacher. Should a candidate fail to submit an internal assessment, and thus forfeit eligibility for the IB Diploma, reimbursement to the district for any fees covered in association with full IB Diploma status will be incurred.

### **Extended Essay (EE)**

As full IB Diploma Candidates, students must meet all EE deadlines including the submission of a finished copy of the EE to their supervisor by the due date established. Failure to complete the EE by the due date will result in the forfeiting of the IB Diploma. Parents will be notified by letter. Due dates for the EE are set by the Extended Essay Coordinator. Should a candidate fail to submit the EE, and thus forfeit eligibility for the IB Diploma, reimbursement to the district for any fees covered in association with full IB Diploma status will be incurred.

### **Community, Activity, Service (CAS)**

As full IB Diploma Candidates, students must complete the CAS component of the IB Programme by the established due date. Compliance guidelines will be provided separately. According to the IB, CAS activities must be performed on a continuous basis over a minimum of 18 months and one CAS Project must be completed. CAS must continue until at least April of the senior year. Students who are out of compliance semesterly with CAS will be put on academic alert. Parents will be notified by email. Rising seniors who are out of compliance must regain compliance by the first day of senior year or forfeit their IB Diploma. Parents will be notified by letter. Should a candidate fail to comply with CAS requirements, and thus forfeit eligibility for the IB Diploma, reimbursement to the district for any fees covered in association with full IB Diploma status will be incurred.

### **External Assessments**

Students are expected to take all required external (IB) exams. Students who do not show up for exams or take them in good faith will be required to reimburse the district for any fees covered in association with full IB Diploma status.

**PLEASE RETURN THIS PAGE ONLY**

I have read and agree to comply with the 2025-2026 Academic Guidelines for the IB Diploma Programme at Stamford High School. I understand that the guidelines are subject to change in the event of changes to district policy. Any changes to the guidelines will be communicated with students and families.

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

Student \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_