

## **GENERAL PROVISIONS**

### **Article 97<sup>1</sup>**

1. The Secondary School runs international divisions (in short: pre-IB) in grades one and two – preparing students to continue their education in the International Baccalaureate Diploma Program (IB DP), as well as divisions in grades three and four implementing the IB DP.
2. Details of the implementation of international division programs are governed by separate regulations developed by the International Baccalaureate Organization (IBO), based in Geneva, Switzerland.
3. The IB DP diploma is equivalent to the Polish baccalaureate exam certificate and entitles the holder to apply for admission to higher education institutions both domestically and abroad.
4. The school issues certificates of promotion after each year of study in the international division and a graduation certificate after the final year.
5. Students of the IB DP program have to meet the requirements of the IB DP philosophy and the school's mission.
6. The provisions of the entire Statute apply to students of international divisions. The regulations introduced in this chapter detail and clarify the content contained therein with regard to the specifics of international divisions.

### **Article 97<sup>2</sup>**

1. Teaching in the pre-IB division may be conducted in English, except for classes for students who are Polish citizens covering: Polish language, part of history concerning Polish history and part of geography concerning Polish geography.
2. Teaching in the international division (IB DP) is conducted in English, with the exception of classes for students who are Polish citizens covering: Polish language, part of history concerning Polish history and part of geography concerning Polish geography, as well as religion/ethics lessons.
3. The school shall ensure that students of the international division who are Polish citizens are taught Polish and the part of history concerning the history of Poland and the part of geography concerning the geography of Poland in accordance with the core curriculum of general education established by separate regulations.
4. The school shall ensure that students of the international division who are not Polish citizens learn Polish as a foreign language.
5. The Secondary School graduates who attended the international division can take both the international baccalaureate as well as the baccalaureate exam taken by other Secondary School graduates in line with general principles.
6. The Secondary School provides students of the international division with the opportunity to move, at any stage of education, to an education system provided in accordance with standard curricula, provided that the terms and conditions specified in the Statute in Article 74 are met.

## **PROGRAM COORDINATORS**

### **Article 97<sup>3</sup>**

1. The responsibilities of the International Baccalaureate Coordinator include:
  - 1) ensuring proper communication between the IBO and the School;
  - 2) keeping records and correspondence in accordance with the recommendations of the IBO;
  - 3) participation in conferences for IB DP program coordinators;
  - 4) developing recruitment, evaluation, adjustment, academic integrity and language rules in accordance with IBO requirements, as well as their monitoring and updating as needed;
  - 5) informing the school community, including administrative staff, teachers, and legal guardians of candidates, about the student profile and mission of the IB;
  - 6) coordinating the work and providing assistance to teachers participating in the IB DP program, including, in particular, organizing professional development – sending to training courses, providing

access to documents developed by the IBO, providing information on the latest changes in the curriculum and assessment requirements;

7) participating in the recruitment of students for IB DP classes, including:

a) presenting the IB DP curriculum and assessment principles to legal guardians and candidates;

b) handing over all documents prepared by the IBO;

c) promoting the School's educational offer;

8) providing educational and organizational care for classes implementing the IB DP program, including:

a) ensuring that the hour grid of subjects taught in the IB DP program is consistent with the number of teaching hours for the subject required by the IBO, guaranteeing maximum convergence in learning to candidates,

b) preparing (in cooperation with all subject teachers) and making public an internal calendar of deadlines for the submission of materials related to the evaluation of candidates and other materials and information required by the IBO,

c) appointing a teacher responsible for career counseling for candidates and their legal guardians, including for informing them about universities that recognize the results of the international baccalaureate and providing assistance in entering the results on university portals;

9) conducting activities related to the organization of the international baccalaureate exams together with the Principal;

10) ensuring proper coordination regarding TOK (Theory of Knowledge) requirements and making sure that teachers teaching other subjects in the IB DP fully understand the nature and significance of this element of the program's core;

11) cooperating with EE and CAS coordinators;

12) preparing the School's self-assessment for the evaluation conducted by the IBO;

13) carrying out other tasks assigned by the Principal.

2. The duties of the EE (Extended Essay) coordinator include:

1) drawing up a calendar of activities (EE schedule), based on which teachers (hereinafter referred to as tutors) and students (hereinafter referred to as tutees) plan their work on EE and ensuring compliance with these arrangements in cooperation with the DP coordinator;

2) holding an annual meeting with tutors and librarians;

3) ensuring an even distribution of the number of tutees assigned to tutors under EE;

4) holding annual meetings with tutees and their parents to inform them of the requirements and guidelines regarding writing a research paper (Extended Essay);

5) ensuring that individual tutees and their parents (or guardians) sign a contract with the tutor at the time specified in the calendar of activities.

3. The responsibilities of the CAS (Creativity-Activity-Service) coordinator include:

1) creating a support system to facilitate students' orientation to CAS;

2) monitoring students' systematical fulfilling of their action plan;

3) holding informational meetings for students and their parents to present CAS;

4) promoting the CAS idea in the school and extracurricular environment.

## **PRE-IB CLASSES**

### **Article 97<sup>4</sup>**

1. Recruitment for classes preparing for the International Baccalaureate Diploma Program (in short: pre-IB), is a two-stage process:

1) the first stage involves a test of competence in English, conducted in written form;

2) the second stage is electronic recruitment, conducted in line with general principles.

2. In the case of vacancies in the pre-IB class, the Principal may conduct an additional recruitment procedure after the end of the teaching activities in the first grade. Students of bilingual classes of our Secondary School may apply for admission to the second grade, provided that they have obtained an average grade of more than 4.5 on the first grade certificate of completion. If the number of candidates exceeds the number of vacancies, admission is determined based on the result of the English language placement test, and if more candidates obtain an equal number of points than the number of vacancies, the grade point average on the first grade certificate shall be decisive.

3. In the first and second grades of the pre-IB division, curricula will be implemented in accordance with the core curriculum for general education for secondary school as defined by separate regulations, together with an expanded scope of English and the Theory of Knowledge subject.
4. A student admitted to the pre-IB class after the first grade is required to make up the curriculum differences no later than by the end of the first period of the second grade.
5. Detailed conditions and method of intra-school assessment in pre-IB classes are specified in Chapter 9 of this Statute.

## **IB DP CLASSES**

### *Article 97<sup>5</sup>*

- 1 Students are admitted to the international division, which implements the International Baccalaureate Diploma Program, based on a certificate of promotion from the second grade (pre-IB division) at the Secondary School, subject to sections 9–12.
2. In the case of vacancies after the end of classes, the Principal may organize additional recruitment proceedings for students of bilingual classes from our Secondary School, who have obtained a grade point average of at least 4.5 on their certificate of promotion.
3. In case there are still vacancies in the IB first grade after the recruitment described in sections 1 and 2, the Principal may admit a student from outside the Secondary School:
  - 1) based on a certificate of promotion from the second grade in another school with a four-year education cycle;
  - 2) returning from abroad and having the right to apply for admission to the third grade of secondary school.
4. A student admitted to the IB DP first grade on the basis of the recruitment described in section 3 is required to make up curriculum differences no later than by the end of the first period of the third grade (first IB DP).
5. The education cycle in the IB DP program lasts two years and ends with a baccalaureate exam in 6 selected subjects, which the student chooses during recruitment to the IB DP class from among the subjects offered by the School, taking into account their educational plans, including university admission requirements. As per the IBO requirements, a student of the IB DP international division chooses one subject from each group of subjects, provided that they pursue three subjects at the higher level (HL) and three subjects at the standard level (SL).
6. The division into groups of subjects referred to in paragraph 2 is as follows:
  - 1) group one – mother tongue (Polish language), self-taught SL;
  - 2) group two – second or foreign language at level B;
  - 3) group three – Individuals and Societies;
  - 4) group four – Experimental Sciences;
  - 5) group five – math;
  - 6) group six – Arts or a second foreign language or another subject from group three, four or five.
7. The projected, final list of subjects available for selection in a given teaching cycle is presented to students of the pre-IB second grade no later than by the end of the first period of study. The Principal submits the final list of subjects by the end of April.
8. Candidates who did not have Polish language lessons in the curriculum at earlier stages of enrollment may choose a native language other than Polish in the International Baccalaureate Diploma Program in group 1 of subjects and pursue the study of this language in self-taught SL.
9. A prerequisite for admission to the IB DP first grade is at least a mediocre performance grade in Polish and math on the second grade certificate of promotion (with HL level selection requiring a good performance grade), and at least a good performance grade in English.
10. Pre-IB students may choose subjects in the DP IB program provided they obtain at least a mediocre performance grade in the subjects they choose at SL level on their second grade certificate of promotion and at least a good performance grade in the subjects they choose at HL level, as long as these subjects were pursued in the second grade. The choice of subjects taught in the IB DP class is made by the students after the final year classification until the end of the teaching activities in the second grade.

11. Students qualified for the IB DP first grade who, due to their final grade in a particular subject, could not choose it in the IB DP program at the appropriate level, may take a test in up to one subject during the last week of teaching.

12. In special cases, including absences due to fortuitous events, the Principal, after consultation with the Program Coordinator and the teacher of the international division, may decide to grant permission to choose a subject, despite the failure to meet the condition specified in section 9–10.

13. A student who does not qualify for the IB DP program after completing the pre-IB second grade or who wishes to transfer to the Polish program may continue their studies in the parallel division of the secondary school provided that:

1) they apply to move to a class with selected extended subjects by the end of June;

2) there are vacancies in a particular class;

3) they make up the knowledge of Polish language and math, as well as extended subjects confirmed by a classification exam before the start of the new school year.

14. The launch of subject groups may depend on the number of applicants. The minimum number of students in the IB DP group is determined annually by the Principal. In exceptional cases, students pursuing the program at the SL level may be combined with students pursuing the program at the HL level.

15. In exceptional cases, no later than by the end of the first period of study in the IB DP class, students have the right to change a selected subject, within the framework of the applicable timetable, provided that:

1) they meet the grading criteria of the pre-IB class;

2) there is organizational capacity;

3) they obtain written approval from the teacher running the newly selected classes, the class teacher and the IB DP Coordinator;

4) they make up for program gaps

16. The student is also required to pass the following elements of the program:

1) Theory of Knowledge (TOK) propaedeutics;

2) Extended Essay (EE) described in section 17;

3) Creativity, Activity, Service (CAS);

4) to complete the core curriculum in Polish, under the conditions set by the teacher – in the first year of the IB DP program;

5) to participate in physical education lessons in the number of hours specified by the Principal;

6) to choose religion or ethics lessons.

17. In the first year of the international baccalaureate program, after receiving detailed information on the requirements for the extended essay, as well as discussing it and receiving approval from the teacher-supervisor, students choose a topic for the essay and sign, together with their parents, a contract prepared by the supervisor containing all the requirements necessary for the task and a detailed schedule for its completion. One teacher can supervise a maximum of three students from a given year. The student is required to actively participate in at least three consultation meetings to reflect on the work documented in the so-called “consultation sheet”. Failure of the student to fulfill the stages of work indicated in the schedule developed by the supervisor and failure to cooperate with the teacher may result in the inability to send the work to the examiner by the due date, and consequently failure to meet the diploma requirements. In emergency situations, it is possible, with the approval of the EE coordinator and IB DP teachers team, to extend the deadline for submission of EE work, no later than by the end of January.

18. In the case of a decision of the psychological and pedagogical counseling center on the need for individual education, the School, with the consent of the leading authority, organizes individual teaching, as far as the technical and organizational conditions allow, especially the possibility of delivering the extended essay.

19. Throughout the IB DP class, students are assisted by a guidance counselor.

## **GRADING AND ATTENDANCE**

### **Article 97<sup>6</sup>**

1. In international divisions, the principles of intra-school grading formulated in Chapter 9 of the Statute apply with the modifications set below.

2. The school implements grading based on:

- 1) a point-percentage system – for all intra-school forms of knowledge testing using formative and summative assessment tools;
- 2) a scale of 1–7, in accordance with the requirements of the IB DP program – with regard to the work/credits required by the IB DP, subject to internal and external assessment, mid-year grades, final year grades, predicted grades and final grades on the IB diploma (see subsequent subsections);
- 3) a scale of 1–6, in accordance with the requirements of the Polish education system – for Polish mid-year and final year certificates of completion.

3. The conversion of percentage scores and grades within these systems is specified in the tables below:

Grade name	Name abbreviation	Grade numerical value	Percentage conversion rate	English name
Doskonały	dsk	7	100%–98%	excellent performance
Bardzo dobry	bdb	6	97%–90%	very good performance
Dobry	db	5	89%–80%	good performance
Zadowalający	zd	4	79%–65%	satisfactory performance
Dostateczny	dost	3	64%–50%	mediocre performance
Dopuszczający	dop	2	49%–35%	poor performance
Niedostateczny	ndst	1	34%–0%	insufficient performance

Subject grade according to the IB scale	Grade after conversion to Polish system
7	6
6	6
5	5
4	4
3	3
2	2
1	1

	THEORY OF KNOWLEDGE						
EXTENDED ESSAY	GRADE AWARDED	A	B	C	D	E	NO GRADE (N)
	A	3	3	2	2	FAILING CONDITION	
	B	3	2	2	1		
	C	2	2	1	0		
	D	2	1	0	0		
	E	FAILING CONDITION					
	NO GRADE (N)						

## END-OF-YEAR GRADES AND FINAL GRADES

Article 97<sup>7</sup>

1. The prerequisite for promotion to the graduating class of the international division is the fulfillment of all formal requirements for study in the third grade (first IB DP), namely:
  - 1) obtaining a total of not less than 22 points from all six subjects being pursued (calculated as the sum of final year grades) and not more than one poor performance grade;
  - 2) fulfilling all subject requirements;
  - 3) regular implementation of the CAS program;
  - 4) attendance above 80% in each subject in each semester, subject to section 8;
  - 5) Submission of a “first draft Extended Essay” by the end of April;
  - 6) timely submission of all required IAs or their components (depending on the subject);
  - 7) obtaining credit for the Group 4 Project.
2. Should attendance not exceed 80% in a given subject, the student is obliged to take a credit exam on the date set by the subject teacher.
3. A student who does not meet the requirements of section 1 shall not be promoted to the next IB DP program grade and should apply for admission to a parallel class at the Secondary School as vacancy is available or at another secondary school to repeat the year.
4. A student who does not meet the requirements described in section 5 item 2–7 has the right to continue their studies in the next program grade of the Secondary School, subject to the availability of places.
5. If a student receives an end-of-year insufficient performance grade, they will take one or two re-sit exams in the last week of the summer holidays.
6. In the event of failing one and/or two re-sit exams, the student repeats the grade in the IB-DP program; a student in the second grade (2IB-DP) is additionally deregistered from the examination session of the year.
7. To complete the program (class 2IB-DP), the following conditions have to be met:
  - 1) obtaining positive grades in all examination subjects,
  - 2) submission of all required baccalaureate papers on time (internal assessment),
  - 3) submission of the final version of the extended essay by the end of the first week of October,
  - 4) passing the central elements of the program (TOK, CAS, EE),
  - 5) taking mock exams,
  - 6) attendance above 80% in each subject in each semester, subject to section 8;
8. Should attendance not exceed 80% in a given subject, the student is obliged to take a credit exam on the date set by the subject teacher.
9. If the reason for the failure to meet the conditions set forth in section 1 is a long-term documented illness or a significant fortuitous event, the student has the right to take classification exams or to repeat a class in the international program.
10. In September and January of the graduating class, teachers issue predicted grades and make them available to students and their parents in case they need to be sent to universities abroad. The last predicted grades are issued in March, they are classified and are sent to the IBO. These grades are given on a scale of 1–7.
11. Failure to pass a subject in the last grade of study in the Diploma Program means that the student cannot take the baccalaureate exam in that subject in the current examination session. The student, parents and class teacher shall be notified of the inability to take the baccalaureate exam at least 6 weeks before the exams.
12. Students who meet the conditions listed in section 1 receive a certificate of promotion / certificate of school completion and certificates of completion of the first or second grade, respectively, in the IB-DP program.
13. The prerequisites for a student to receive a certificate of graduation from IB-DP first grade or IB-DP second grade with honors include:
  - 1) a grade point average of not less than 6.0 on the IB scale;
  - 2) at least a very good performance grade in behavior;
  - 3) passing all the central elements provided for in the teaching module (TOK, CAS, preliminary EE plan in the case of the first grade and the final version in the second grade);
  - 4) At least one score of 7 on the IB scale;
  - 5) annual attendance in each semester of not less than 90%.

## **IB BACCALAUREATE EXAM**

### *Article 97<sup>8</sup>*

1. Secondary School graduates who have completed the International Baccalaureate program take the International Baccalaureate exams.
2. Having a secondary school graduation certificate is a prerequisite for taking the exam session.
3. In addition to passing six baccalaureate exams, an IB diploma candidate must also fulfill the following three requirements during the two years of the Diploma Program:
  - 1) complete the TOK course including the presentation and essay required by the IBO;
  - 2) pass the CAS program by completing a combination of three elements: creativity, service and activity;
  - 3) write an extended essay EE subject to section 4.2;
4. In addition, a student will not receive an IB Diploma if one of the listed situations, as outlined in the General regulations document, occurs: Diploma Program:
  - 1) they obtain a total of less than 24 points from all baccalaureate exams;
  - 2) they receive a grade of E for TOK Essay or EE;
  - 3) they obtain at least one “1” grade in any baccalaureate subject;
  - 4) they obtain three or more “2” grades;
  - 5) they obtain four or more “3” grades;
  - 6) they obtain below 12 points from three HL subjects;
  - 7) they obtain below 9 points from three SL subjects;
  - 8) they violate the principles of academic integrity.
5. All other issues relating to the International Baccalaureate are governed by IBO documents.