

**Latta High School  
IB World School  
International Baccalaureate Diploma Programme  
Policy Addendums (*Under Review*)**



**Introduction**

The addendums below are being considered for inclusion into the Latta High School Academic Honesty and Assessment Policies for the full IB Diploma Programme. As items that are being considered, IB faculty are not required to use them, but the use of these policies is encouraged to decide whether their inclusion in the official policies would be beneficial to the IB program.

**Academic Honesty Policy Addendum**

**Revised Offense Procedures**

- First Offense
  - A parent conference (*phone and/or in-person*) will be held to discuss the infraction.
  - The student will receive a zero on the assignment under inquiry.
  - *The student(s)'s name will be shared with the IB Faculty. An infraction history may be shared with any IB teacher upon a written request to the IB Coordinator.*
- Second Offense
  - A parent conference (*phone and/or in-person*) will be held to discuss the infraction.
  - The student will receive a zero on the assignment under inquiry.
  - The student will be recommended to the Assistant Principal for disciplinary action.
  - *The student(s)'s name will be shared with the IB Faculty. An infraction history may be shared with any IB teacher upon a written request to the IB Coordinator.*
- Third Offense
  - A parent conference (*in-person*) will be held to discuss the infraction.
  - A written reprimand will be placed in the student's permanent record.
  - *The student(s)'s name will be shared with the IB Faculty. An infraction history may be shared with any IB teacher upon a written request to the IB Coordinator.*
  - *The IB Coordinator will recommend to the Head of School that the student be removed from the class with a final grade of WF (Withdrawn Failing).*
  - The IB Coordinator will recommend to the Head of School that the student be removed from the IB Diploma Programme.
  - The student will be ineligible to obtain or retain membership in the National Honor Society, and their name will be struck from the record book.
  - *The student will not be allowed to receive or wear the International Baccalaureate and/or National Honor Society regalia at any ceremony.*

## **Assessment Policy Addendums**

### **Revised Work Deadline**

Teachers will be responsible for defining and communicating to students whether an assignment is a major or minor assignment. This policy shall govern only major assignments.

All major assignments must be due on the assigned day with a submission deadline no later than 4:00 PM. Ten (10) points will be deducted for each school day that the assignment is late (after 4:00 PM). However, five school days after the original assigned day will be the last day that the work will be accepted. Late work not turned in by 4:00 PM on the fifth day will not be accepted and will receive a grade of zero.

Example: Assignment is due by 4:00 PM on Wednesday. With 10-point reductions each day, the following Wednesday would be the last possible day to submit the assignment for a maximum possible grade of 50-points. After 4:00 PM Wednesday, the assignment would not be accepted and the score would be a zero.

### **Student Arrival for IB Exams**

Latta High School's expectations and the IB's Notice to Candidates instructions are that candidates will arrive on time for each examination for which they are registered.

In "Annex 1 Conduct of IB Examinations Section 15.0 Late Arrivals" of the International Baccalaureate Organization (IBO) Assessment Procedures manual, the procedures for managing candidates who arrive late to registered examinations is outlined. Students should understand that while some limited exceptions are made for students who are late, candidates admitted to the examination must meet strict conditions, including submission of an Adverse Circumstances form with documentation. The IBO reserves the right to overrule the decision of the coordinator to allow a student to test. In view of the stringent requirements to be met in the cases of late arrivals and the likelihood that allowing students into the exam room would be disruptive to the coordinator, invigilators, and the other students, the following examination procedures will be followed.

At least fifteen minutes prior to the beginning of the exam, candidates who will not arrive on time for an examination should call the LHS Front Office at 843-752-5751 to report their late arrival to the IB Coordinator. They should leave a message with their name, the reason that they are running late, their approximate arrival time, and a phone number where they can be reached.

Students who arrive less than 60 minutes after the start of the exam may be allowed into the exam room. Whether a late arrival is allowed into an examination is entirely at the discretion of the coordinator. Students should be aware the Assessment Procedures manual states that "unacceptable reasons for lateness are circumstances reasonably within the control of the candidate, such as misreading/misunderstanding the examination timetable or oversleeping" (Annex 1 Section 15.3). If the student has an acceptable reason for lateness and the IB Coordinator can make adequate arrangements for supervision, the candidate may be allowed the full time for their examination. Students should understand that there is no guarantee that alternate arrangements can be made. If these conditions cannot be met, then their exam will end at the scheduled time.

The IBO does not schedule makeup examination times in the same session. Students who do not participate in the exam due to IBO designated acceptable reasons may be allowed to take the exam during the next regularly scheduled exam session during the fall of the year. If these circumstances apply, then the affected student and parent/guardian will need to conference with the IB Coordinator for further information and instructions.