



To: IB Applicants
From: Mr. O'Brien
Date: November, 2016
RE: **Application for
IB Class of 2019**

Thank you for your continued interest in the International Baccalaureate Program! Attached is the application for admission to the IB Program. All current sophomores who reside within the Lower Merion School District are welcome to apply.

Please follow the directions printed in the application carefully. The completed applications may be submitted to me between December 12, 2016 and January 13, 2017. Unlike most application processes, all applicants to our IB Program will be admitted. The purpose of the application process is to help guide your thinking around what it means to be an IB student and to help you own your decision in becoming one. Though no one is turned away from the program, this application is a requirement for enrolling in it.

Before you complete your application, please be sure that you have read and fully understand the documentation explaining the requirements and expectations of the IB Program. If you would like to review this document, it is available on the district's website (www.lmsd.org); navigate to Academics/High School. As you prepare your application, please keep in mind the qualities that typically lead to success in the IB Program and design your application to reflect as many of them as possible. The application process is an opportunity for you to shine!

All students who submit an application are obligated to begin the program in September. It is imperative that you understand this. Building-wide staffing and scheduling decisions will be made based on the quantity of students who are projected to participate in this program, so your commitment to entering it is critical. Of course, if you should realize that you would rather not continue in the program after having begun it, your schedule can be changed.

Please be sure to check your email frequently as that will be my primary means of communicating important information to you. I will communicate with LMSD students through their school email addresses. I will communicate with students currently attending other schools via the email address indicated in the application. If you have any questions during the application process, please do not hesitate to see me, call me at (610) 658-3958, or email me at obrient@lmsd.org.

Lower Merion School District
The International Baccalaureate Diploma Program
hosted by Harriton High School

APPLICATION

IB Class of 2019

Students who are in 10th grade in the United States or its equivalent in another country during the 2016-2017 academic year are invited to apply for admission to the International Baccalaureate Diploma Program.

Please complete this application and submit it and all supporting documents between Monday, December 12, 2016 and Friday, January 13, 2017. If you would like to be notified when your application is received, clip a stamped, self-addressed postcard to it. The application should be submitted to Mr. O'Brien at Harriton High School or by mail at:

Mr. Thomas O'Brien
IB Diploma Program Coordinator
Harriton High School
600 North Ithan Avenue
Rosemont, PA 19010

APPLICANT'S NAME: _____

Application Process

1. Review the philosophy and requirements of the IB Program and make sure you understand its expectations. Read the program's documentation thoroughly. Discuss the program with your teachers, school counselor, and parents. You are welcome to schedule an appointment with Mr. O'Brien for further discussion.
2. Complete and submit the application between December 12 and January 13. The application includes two separate and required components: an electronic registration (Google Form) and the paper application. Your application is not officially submitted until both components are complete.
3. Because all students who apply will be admitted, you should consider yourself an IB student for planning purposes for next year.
4. Mr. O'Brien may schedule a meeting with you to discuss your application, IB plans, etc. This is not an interview.

Components of the Application

1. Electronic Registration

Please complete the Google Form that will collect the following information: your name, your address, your family's phone number (not your personal cell number), your grade, your current school, the address of your school if it is outside of Lower Merion School District, your parents' or guardians' names and email addresses, the names of the adults who have already agreed to submit recommendations on your behalf (see #11 below), their phone numbers and email addresses if they are not LMSD personnel. You should have all of this information available when you complete the Google Form.

2. Personal Statement

Please submit a personal statement in which you discuss why you would like to be an IB student. How will the program benefit you? How will you contribute to the program?

3. Activities

Please complete the form regarding activities in which you engage in school and out of school.

4. Essay

Please submit a well-written essay in response to the following prompt:

The IB Learner Profile consists of a set of ten attributes that IB aspires to cultivate in students during their two-year experience in the hopes of realizing the organization's long-term goals as described in its Mission Statement. Reflect on your own achievements and areas of growth relative to the Learner Profile. Select two attributes that represent areas of personal pride and discuss the experiences you have had that have caused you to grow with respect to these qualities. Then select two attributes that you believe present you with opportunities for further growth and discuss how you would like to grow in those areas.

This essay should be entirely your work. You are not to receive assistance in any way in preparing it.

5. Code of Academic Integrity

Please read this carefully, sign it, and have a parent sign it.

6. Permission to Release Data

The American office of the International Baccalaureate requires participating schools to provide demographic information of its students. This signature authorizes the release of the requested data.

7. Permission to Request Inclusive Assessment Arrangements

This information and permission are necessary in order to request testing accommodations for students with special learning and assessment needs.

8. Obligation to Complete all Assessments

IB students are expected to complete all formal IB assessments. Students who fail to do so will reimburse the District for the examination fees paid on their behalf. These signatures acknowledge understanding this requirement.

9. Grades

If you are a student at Harriton High School or Lower Merion High School, you do not need to submit your grade reports. Mr. O'Brien will insert your freshmen and sophomore grades as recorded on the school district's online grade reporting system. All other applicants should submit report cards or transcripts from ninth and tenth grades, translated to English if necessary by a professional translation service.

10. PSAT results
Please include a photocopy of your PSAT results if they are available.

11. Recommendations
Attached are recommendation forms that you should give to adults who have agreed to submit them on your behalf. You are required to have three recommendations: two from teachers in major subject areas and one from any other adult with whom you have worked (a coach, club advisor, guidance counselor, other teacher, etc., but not a relative). You should give each of these people an envelope addressed to Mr. O'Brien and the recommendations should be sent directly to him. Please place a stamp on the envelope if the recommending adult will need to mail it. Note that the recommendations should be submitted directly to Mr. O'Brien from the recommending adult. Under no circumstances should the student and/or his or her parent/guardian deliver them or enclose them in the application.

12. Checklist
Use the attached checklist to ensure that you are submitting a complete application. Place a check mark next to each item after you have verified that it is complete. Please include the checklist with your application material.

Lower Merion School District
The International Baccalaureate Diploma Program
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APPLICATION
IB Class of 2019

NAME: _____

Electronic Registration

Please complete the Google Form located here: <https://goo.gl/forms/VC16asTl4h3EeR8D2>

If you are working from an electronic version of the IB application, this link should be live. If you are working from a hard-copy application, please type the URL in your Internet browser or access an electronic application from the LMSD website (Academics/High School/International Baccalaureate) for a live link.

PRIOR to completing the form, you will need to gather the following information:

- your name, address, grade, and family's phone number (not your personal cell number);
- your current school's name and address (if outside of Lower Merion School District);
- your parents' or guardians' names and email addresses;
- the names of the adults who have already agreed to submit recommendations on your behalf (see #11 in the "Components of the Application" section), their phone numbers, and email addresses if they are not LMSD personnel. Do not complete the Google Form until after you have secured their agreement to write on your behalf.

Note that the electronic registration of this application and the submission of the application in hard-copy are both required and due by January 13, 2017.

Declaration

All of the information provided in this application is accurate and the personal statement and essay on the Learner Profile attributes are entirely my work. Additionally, I have read and understand the document outlining the IB Program offered by Lower Merion School District. I understand that the act of submitting this application represents a commitment to enter the program.

Student's Signature

Parent's/Guardian's Signature

Date

Code of Academic Integrity

One of the hallmarks of the IB Program is that it respects the students as mature learners, capable of engaging in a challenging academic curriculum and maintaining responsibility for their academic achievement. The IB Organization requires students to maintain the highest degree of ethical standards while participating in the program.

Your teachers will discuss the scope of academic responsibility and integrity in your classes. Nonetheless, it is worthwhile to establish a common understanding within the IB Program. Examples of violations of academic integrity include but are not limited to the following:

- Using or having available for use material that may provide assistance on an assessment other than what your teacher may specifically allow;
- Receiving unauthorized help during an assessment (including submitting assignments that were edited or otherwise contributed to by tutors, family members, etc.);
- Providing unauthorized help to another student prior to or during an assessment;
- Submitting someone else's work or a close copy of it as your own;
- Providing your work to someone else, who then submits it or a close copy of it as his/her own, regardless of whether that was the intent of providing the work;
- Collaborating on an assignment unless you are specifically told you may do so;
- Copying or paraphrasing published or unpublished work and submitting it as your own without appropriate documentation (plagiarism);
- Using an electronically generated translation of text to be evaluated in a world language class;
- Changing a form already completed and signed by a CAS activity supervisor or Extended Essay facilitator;
- Signing a CAS or Extended Essay document in the place of the supervisor or facilitator (forgery);
- Completing CAS documentation dishonestly (i.e., including false information).

These guidelines apply to all work completed for a class, graded or ungraded, such as classwork, homework, summer assignments, lab reports, etc. The governing principle should be that unless your teacher specifically indicates otherwise, the work which you do should be entirely your own. If you are unclear about the limitations of academic integrity at any point, clarify the situation with your teacher before making an error. Infractions of this code may constitute grounds for disciplinary action, academic sanctions, revocation of an acceptance to the IB Program, and/or removal from the IB Program at any point during the two years of participation.

I have read the guidelines of academic integrity, I understand them completely, and I pledge to abide by them in all of my classes, including for the remainder of 10th grade.

Student's signature

Date

Parent's/guardian's signature

Date

Permission to Request Inclusive Assessment Arrangements

The International Baccalaureate is committed to providing assessment accommodations required for students with special learning and assessment needs. This page of the application is designed to collect information that can be used to request the approval of testing accommodations from the IB. For all accommodations requested by the IB Coordinator on behalf of a student, the Coordinator must submit documentation of a need (usually a psychological examination or a medical report) and evidence that the school is providing the same accommodations through the natural course of the student's studies (a current IEP or a 504 plan). For every request, a psychological or medical document *and* an educational document must be submitted. It is the prerogative of the IB Organization to determine which accommodations to grant, and those granted may or may not be the same as those outlined in the student's IEP or 504 plan.

The following guidelines are adapted from *Candidates with assessment access requirements* (September 2013):

All psychological/psycho-educational/medical reports must:

- be legible, on paper with a letterhead, signed and dated
- state the title, name and professional credentials of the person (or persons) who has undertaken the evaluation and diagnosis of the candidate
- state specifically the nature of the learning support requirement, and the tests or techniques used to arrive at the identification
- be consistent with the coordinator's request for assessment arrangements
- be accompanied by a translation into English.

All psychological/psycho-educational reports must:

- be based on the candidate's performance on nationally standardized psychological tests (where available and published, recent editions of standardized tests should be employed)
- report results as standard scores, which have a mean of 100 and a standard deviation of 15, and not percentiles or age/grade equivalents.

Please complete the following:

_____ The applicant does not have any current assessment accommodation needs.
(There is no need to complete anything else on this page.)

_____ The applicant does have current assessment accommodation needs.

*Supporting educational document: _____ IEP _____ 504 Plan

*Supporting psychological/medical document:

_____ a psychological/psycho-educational report that complies with the above standards

_____ a medical report that complies with the above standards

*These documents must be on file in the Student Services Office. They do not need to be submitted with this application.

Current assessment accommodations: _____ use of a laptop _____ extended time _____ other (explain)

I grant permission for the information above and the supporting documentation to be provided by electronic upload to the IB for the purpose of requesting assessment accommodations. I understand that the approval of accommodations is at the discretion of the IB Organization and that the accommodations that are ultimately approved may not be the same as those that appear in my child's IEP or 504 plan. Additionally, I understand that if my child should transfer to another IB school, this information will automatically become available to the IB Coordinator in that school, and if I wish to withdraw the request for accommodations prior to such a transfer, I must inform the IB Coordinator at Harriton High School immediately.

Parent's/Guardian's signature

Date

Obligation to complete all assessments

The Lower Merion School District pays for the IB students' registration and examination fees. Students do not have to pay to participate in the IB Program or to take its examinations.

All students who enroll in an IB class are expected to complete all formal IB assessments, including external assessments (such as the comprehensive exams that are given at the end of each course) and internal assessments (formal IB assignments that are completed during each course).

Any student who fails to complete an IB internal assessment and/or external assessment, including any paper in the written examinations, will be invoiced for the fees that have been paid on his/her behalf. This fee will become part of the student's financial obligation to the Lower Merion School District. Seniors who fail to meet their financial obligations may not be permitted to participate in commencement exercises and may not receive their diplomas. Juniors who fail to meet this obligation may not be permitted to participate in functions such as the Junior Prom. The principal may choose to make an exception based on extenuating circumstances.

The fees for the 2016-2017 school year are:

- Registration fee: \$168.00, charged per student and only once during the 2 years;
- Subject fee: \$116.00, charged per course.

These fees increase annually and are available in the fall of each year. The typical IB junior tests in one subject (sometimes two) and the typical IB senior tests in five subjects (sometimes four). Therefore, a junior who fails to complete the assessment requirements would be invoiced for the registration fee plus applicable subject fees. A senior who tested the previous year would be invoiced only for the applicable subject fees. A senior who did not take any previous exams would be charged the registration fee plus all applicable subject fees.

PLEASE NOTE that there is no fee at all for participating in IB. Fees are charges only if a student fails to fulfill his/her assessment obligation. This notification applies only to tasks that are formal IB assessments, not to teacher-generated tests, quizzes, etc. The distinction between a formal IB assessment and a teacher-generated assessment will be made clear to all students.

I have read and understand the above statement.

Student's signature

Date

Parent's/Guardian's signature

Date

Checklist

Please be sure your application is complete by checking the following list. Verify that each task is complete, place a check mark on the corresponding line, and include this list in your application.

- _____ I have read the documentation on the IB Program and this application entirely.
- _____ I have completed the electronic registration process.
- _____ I have completed the “Activities” page in its entirety.
- _____ A parent/guardian and I have signed in agreement with the “Declaration” statement.
- _____ I have included a personal statement.
- _____ I have read and signed the “Code of Academic Integrity” page.
- _____ A parent/guardian has read and signed the “Permission to Release Data” page.
- _____ A parent/guardian has read, completed, and signed (if necessary) the “Permission to Request Inclusive Assessment Arrangements” page.
- _____ A parent/guardian and I have read and signed the “Obligation to Complete all Assessments” page.
- _____ I have included an original essay in response to the given prompt (see item #4 in the “components of the application” section).
- _____ If I do not attend Harriton High School or Lower Merion High School, I have included a transcript of grades earned in 9th and 10th grades or the equivalent age levels in the country in which I live. The transcript of grades is in English or has been translated professionally to English.
- _____ I have included my PSAT scores (if available).
- _____ I have given the blank recommendation forms to three adults (at least two teachers and a third adult who knows me well and is not related to me). They have agreed to submit a recommendation on my behalf and will send it directly to Mr. O’Brien.
- _____ I understand that the act of submitting this application represents a commitment to enter the program.

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RECOMMENDATION

To the student: Please write your name below and give this form to an adult who has agreed to submit it on your behalf. You should also provide a stamped envelope addressed to Mr. O'Brien if this will be returned by mail.

Applicant's name: _____

Recommending adult: _____

Relationship to applicant: _____

A successful IB student must be academically motivated. Although academic competency is necessary, we are really looking for the student who has personal qualities that will facilitate success, such as the ability to manage time and resources, to communicate effectively, to work with others, to optimize his or her learning, etc. Please provide a candid assessment of this student's abilities, and feel free to provide additional comments as well. Please submit this recommendation no later than January 13, 2017.

Please rate the student's ability in the following areas on a scale of 1 (lowest) to 5 (highest). Average competence should be rated with a 3.

Writing skills _____

Oral communication skills _____

Creative thinking and expression skills _____

Leadership ability _____

Desire to learn and reach beyond the minimum requirements _____

Organization skills _____

Motivation to succeed _____

Ability to seek help _____

Ability to meet deadlines _____

Ability to work with others _____

Ability to manage time effectively _____

Please add any additional comments on the back of this page.

Signature

Date

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Please add any additional comments on the back of this page.

Signature

Date