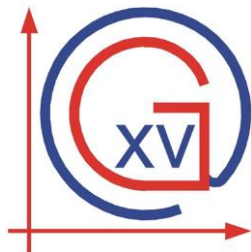


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INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME

Handbook

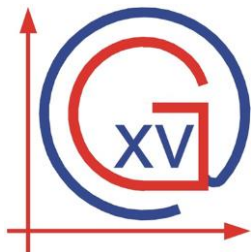
***School Year
2018/2019***



WELCOME TO XV.GIMNAZIJA, IB WORLD SCHOOL

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XV. GIMNAZIJA MISSION STATEMENT

Our school aims to develop knowledgeable, principled and open-minded young people who will help create a better world, showing compassion and understanding for all the people in the world.

Our curriculum encourages students to become independent and critical thinkers, more inquisitive, risk-taking young people who will have to make responsible and educated choices and will apply the skills and knowledge they have learned in our school in their future lives.

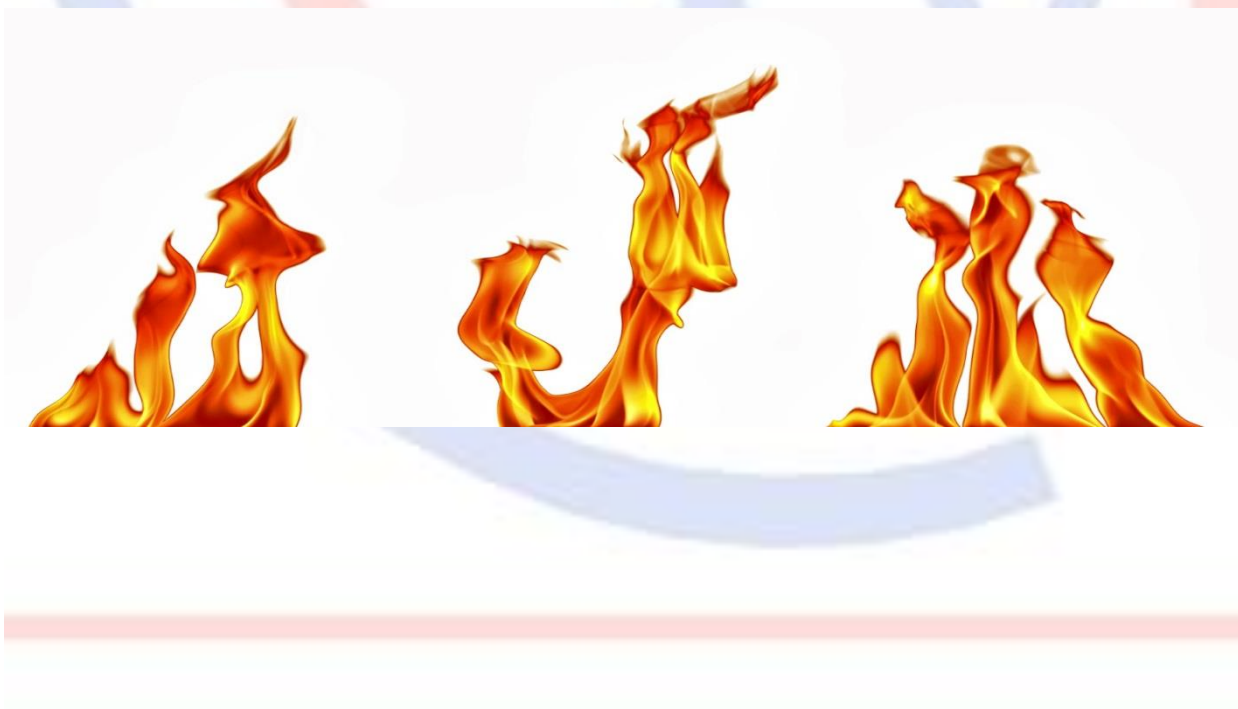
Furthermore, we try to provide our students with opportunities that will enable them to develop and challenge their own personal values fostering open and effective communication.

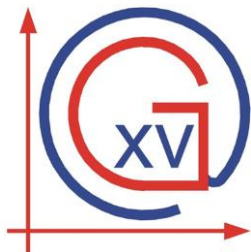
Since we believe learning is a process, we hope all our students will become lifelong learners with a capacity for compassion and empathy, as well as strong international-mindedness.

SCHOOL VISION

In an environment lead by high quality educators through nurturing talents and multicultural projects we strive to educate young people to become knowledgeable, socially and ecologically aware lifelong learners.

Thus W. Butler Yeats' words *"Education is not the filling of a pail, but the lightening of a fire"* is becoming the school's driving force.





THE INTERNATIONAL BACCALAUREATE ORGANISATION

XV. gimnazija, as an IB World School since 1991, promotes high academic standards in two IB programmes: Middle Years and Diploma as expressed in IB mission statement and IB learner profile as well as in XV. gimnazija mission statement and school vision.

The IBO offers 4 programmes taught at more than 4,300 schools in more than 150 countries to more than 1.3 million students aged 3-19 across the globe.

- [The IB Primary Years Programme](#), for students aged 3 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.
- [The IB Middle Years Programme](#), for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.
- [The IB Diploma Programme](#), for students aged 16 to 19, is an academically challenging and balanced programme of education with final examinations that prepares students for success at university and beyond.
- [The IB Career-related Certificate](#), for students aged 16 to 19, is the newest offering from the IB. The IBCC incorporates the vision and educational principles of the IB Programmes into a unique offering specifically designed for students who wish to engage in career-related learning.

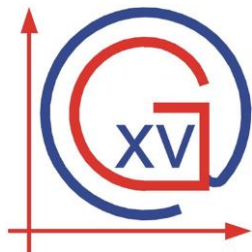
IBO MISSION STATEMENT

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB LEARNER PROFILE



The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

Inquirers They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

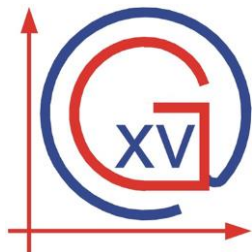
Caring They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

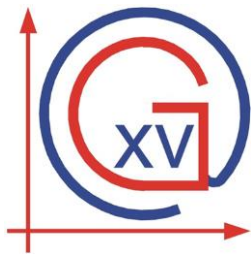
Balanced They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

IB MIDDLE YEAR'S PROGRAMME TEACHING STAFF



	SURNAME	SUBJECTS/AREAS OF RESPONSIBILITY in MYP	e-MAIL ADDRESS
1.	Ms Bijelonjić, Ozana	Music	obijelonjic@mioc.hr
2.	Ms Copić, Aneta	Mathematics	acopic@mioc.hr
3.	Ms Franić, Sylvia	History, 1M homeroom, Service and action leader	sfranic@mioc.hr
4.	Ms Franić, Zorana	English B	zfranic@mioc.hr
5.	Ms Furdin, Mirela	Croatian A	mfurdin@mioc.hr
6.	Ms Gusić, Jelena	Mathematics	jgusic@mioc.hr
7.	Mr Gaal, Emil	Biology	egaal@mioc.hr
8.	Ms Kos, Darija	English A, 2M homeroom, Personal project coordinator, MYP Coordinator	dkos@mioc.hr ibzagreb-myp@hi.htnet.hr
9.	Ms Krušlin, Lidija	Geography	lkruclin@mioc.hr
10.	Ms Mamić, Tonćika	German B	tmamic@mioc.hr
11.	Ms Markota Sever, Sandra	German B	smsever@mioc.hr
12.	Ms Matijašić, Dubravka	Drama, German B	dmatijasic@mioc.hr
13.	Ms Mavračić, Zrinka	Physics	zmavracic@mioc.hr
14.	Ms Mihalic, Maja	Digital design 1MN	mmihalic@mioc.hr
15.	Ms Mihelić Srdelić, Utrinka	Physical and health education 2N homeroom	umsrdelic@mioc.hr
16.	Ms Perić, Idana	Croatian B	iperic@mioc.hr
17.	Ms Rismondo, Kristina	Visual Arts, Product Design 2MN	kristina.rismondo@gmail.com krismondno@mioc.hr
18.	Ms Selišek Butina, Loreana	French B	ibzagreb-cas@hi.t-com.hr lsbutina@mioc.hr
19.	Ms Špalj, Eva	Mathematics	espalj@mioc.hr
20.	Ms Škrnjug, Senka,	Croatian A	sskrnjug@mioc.hr
21.	Ms Topličan, Zrinka	Chemistry, 1N homeroom teacher	ztoplican@mioc.hr
22.	Ms Kanjera, Tamra	Librarian	tkanjera@mioc.hr



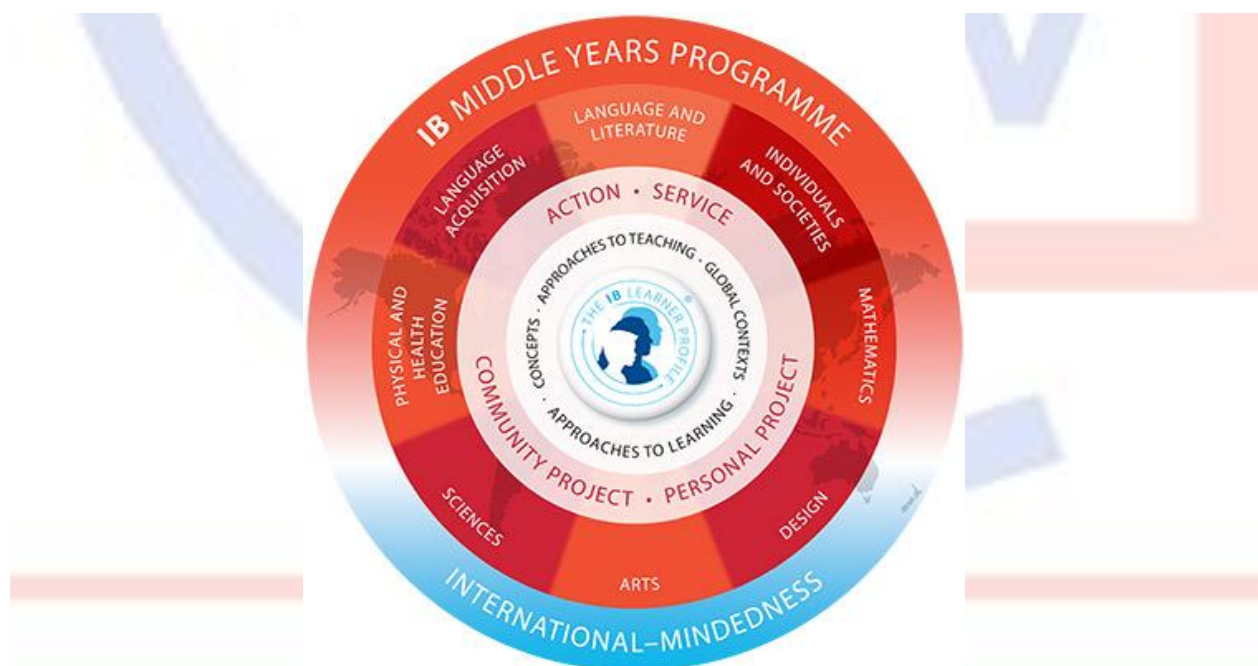
WHAT IS THE IB MIDDLE YEARS PROGRAMME?

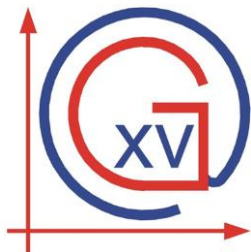
The MYP is designed for students aged 11 to 16 providing a framework of learning that encourages students to become creative, critical and reflective thinkers. It emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. The MYP fosters the development of skills for communication, intercultural understanding and global engagement - essential qualities for young people who are becoming global leaders

THE IB MIDDLE YEARS PROGRAMME

- provides students opportunities to develop the **knowledge, attitudes and skills** they need in order to manage complexity and take responsible action for the future
- ensures breadth and depth of understanding through study in **eight subject groups**
- requires the study of at least **two languages (language of instruction and additional language of choice)** to support students in understanding their own cultures and those of others
- each year, students in the MYP also engage in at least one collaboratively planned interdisciplinary unit that involves at least two subject groups.
- empowers students to participate in **service within the community**
- helps to prepare students for **further education**

IB Middle Years Programme model





- Approaches to learning (ATL) is a key component of the MYP for developing skills for learning.
- Approaches to teaching—emphasizing MYP pedagogy, including collaborative learning through inquiry
- Concepts—highlighting a concept-driven curriculum.
- Global contexts—showing how learning best takes place in context.

The MYP culminates in the personal project (for students in MYP year 5) .

THE SUBJECT GROUPS

The Middle Years curriculum model includes eight subject groups and at our school we offer the following in each subject group.

Language and literature (former Language A) course is literature based. Its aim is to engage students in the study of many aspects of the language and literature, developing the 6 skills : listening, speaking, reading, writing, viewing and presenting. It also offers a study of a range of literary and non-literary text-types, writing styles and techniques allowing students to comment on the significance of any possible contexts, audiences, purpose, and the use of linguistic and literary devices. Our school offers English and Croatian as languages A.

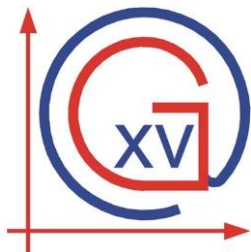
Language acquisition (former Language B) Our school offers English, French and German as well as Croatian for foreign students, as second language acquisition courses, offered at different levels depending on the students previous knowledge of the language. It is organized in six phases. Croatian as Language B is mandatory to foreign students, mainly at beginners' level.

Individuals and societies (former Humanities) subject group offers both geography and history as separate subjects in both years of the MYP in our school. In both subjects students collect, describe and analyse data used in studies of societies, test hypotheses, and learn how to interpret complex information, including original source material.

Science subject group offers biology, chemistry and physics as separate subjects taught for two years in both years of the MYP in our school. It encourages students to investigate issues through research, observation and experimentation, working independently and collaboratively. They are all assessed against the same assessment criteria for sciences provided by the IB.

Mathematics is also taught in both years of the MYP in our school at two levels- Standard mathematics, which aims to give all students a sound knowledge of basic mathematical principles and extended mathematics, in which the standard mathematics framework is supplemented by additional topics and skills, providing greater breadth and depth.

The design subject group (former Technology) is offered to all MYP students- Digital design in MYP 4 and Product Design in MYP5. The aim of the programme is to ' challenge all students to apply practical and creative thinking skills to solve design problems, explore the role of design in both historical and contemporary contexts as well as consider their responsibilities when making design decisions and taking action.'



Arts courses offered at our school are Visual Arts, Drama and Music. Students choose one or the other arts courses and follow it for two years in MYP4 and 5. The goals of these courses are to stimulate imagination, challenge perception and develop creative and analytical skills through creating, performing and presenting arts engaging and conveying feelings, experiences and ideas. It also encourages students to understand the arts in context and the cultural histories of artworks.

Physical and health education – in the MYP intends to cultivate a healthy and active life-style for students and consequently advocates activities that are not only enjoyable but also contribute to healthy living. Students are helped to develop the motor skills necessary to enable them to participate successfully in a variety of physical activities, and learn of the benefits of a regular exercise regime.

MYP CURRICULUM

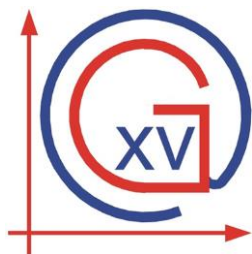
The Middle Years Programme curriculum is demanding and challenging; it develops intercultural awareness, holistic and interdisciplinary approach to learning through individual work, pair work, team work, investigation and research or projects.

The IB sets the aims and objectives, as well as skills and knowledge for each of the subject groups that students have to achieve by the end of each MYP year. How it will be achieved is left for each school to decide, as long as it is within the guidelines, principles and philosophy of the IB. The IB also provides the assessment criteria for all subject groups.

MYP CURRICULUM AT XV.GIMNAZIJA

The following table shows the subjects offered in MYP4 and MYP5 at our school.

Subjects	MYP 4 (number of classes per week)	MYP5 (number of classes per week)
English A	4	5
English B	4	5
Croatian A	5	4
Croatian B	3	3
German B	3	3
French B	3	3
History	2	2
Geography	2	2
Mathematics	4	4
Physics	3	3
Biology	2	2
Chemistry	2	2
Digital Design	2	/
Product Design	/	2
Visual arts/Drama/Music	2	2
Physical and health education	2	2



PERSONAL PROJECT

The Personal project is an extended, independent piece of project work completed by each student in the last year of the MYP program, MYP5. The project topic is chosen by each student at the end of MYP4 and should reflect student's personal interest. Also it should reflect the development of the ATL skills, attitudes and knowledge acquired in the MYP.

Each student is assigned a supervisor to guide them through the process as well as supervise the progress of the project. The supervisor + 2 additional teachers/moderators assess each project following the assessment criteria provided by the IB. Also, each project is moderated externally by assigned IB moderators.

On March 14th, the school organizes Personal Project festival, where students present their Personal Projects to their peers, teachers, parents and visitors from other schools.

APPROACHES TO LEARNING

Through approaches to learning (ATL) in IB programmes, students develop skills that have relevance across the curriculum that help them "learn how to learn".

IB programmes identify five ATL skill categories, expanded into developmentally appropriate skill clusters.

ATL skill categories	MYP ATL skill clusters
Communication	Communication
Social	Collaboration
Self-management	organization
	Affective
	Reflection
Research	Information literacy
	Media literacy
Thinking	Critical thinking
	Creative thinking
	Transfer

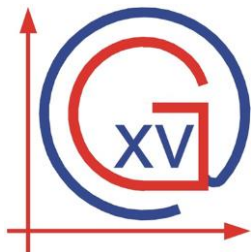
The focus of ATL in the MYP is on helping students to develop the self-knowledge and skills they need to enjoy a lifetime of learning. They empower students to succeed in meeting the challenging objectives of MYP subject groups and prepare them for further success in rigorous academic programmes like the DP.

In the MYP, ATL encompasses both general and discipline-specific skills so each of the subject groups develops its skills necessary for achieving the highest levels in their respective subjects although many ATL skills are applicable to all MYP subject groups.

While ATL skills are not formally assessed in the MYP, they contribute to students' achievement in all subject groups.

SERVICE AND ACTION

This is a required component of MYP. Service and Action help students connect what is learned in school with the real world. Service and action activities take a variety of forms and allow each student to independently select their type of service. All students in MYP4 and MYP5



need to participate and will be duly informed about their obligations. (Students will not be promoted to the Diploma Program if Service and Action requirements are not completed.)

LANGUAGE POLICY

The Middle Years Programme (MYP4 and MYP5) at our school offers English as the language of instruction, and so does the Diploma Programme.

Depending on the level of English, the results of the entrance test/placement test as well as their previous schooling, all our students take either English A or English B. Croatian citizens are obliged by national educational regulations to study Croatian as the second Language A. We also offer a course of Croatian for foreign students as Croatian B, usually at the beginners' level.

All of our students also choose a language B- French or German - like beginner students; intermediate or proficient students of the language, depending on their previous learning experience.

Depending on the number of interested students, Latin is also offered as an optional subject and is taught in Croatian.

ASSESSMENT POLICY

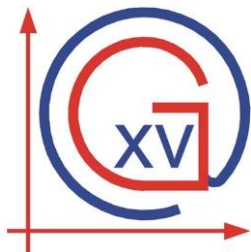
Assessment is an integral part of any educational programme since it is a vital part of the learning process. XV. gimnazija as an IB World School and a state school developed its assessment policy based on the aims and values inherent to the IB programmes, IB assessment expectations and practices and national assessment policy as stated in *Pravilnik o načinima, postupcima i elementima vrednovanja učenika u osnovnoj i srednjoj školi*.

Basic principles of the assessment policy are:

- It supports and encourages effective teaching and learning and it provides information about student's progress and achievement for students, parents and teachers alike.
- It is created to enhance student learning by understanding the expectations of the programme in every chosen subject, assessment criteria and ways they will be judged and graded in both formative and summative way.
- It is aligned with the requirements of the IB Middle Years and IB Diploma programme taught in the school.
- It is aligned with the national assessment requirements.
- It is communicated to students, parents, national educational and IB authorities;

Assessment principles at our school

- Assessment is **not** about recalling facts, but understanding skills and knowledge.
- There is a balance between formative and summative assessment.
- Assessment is done not only by teachers but also by students themselves.



- Self-reflection and self-evaluation as part of the assessment process help students improve their learning skills.
- Students are informed what they are going to be assessed on before they start working on a given assignment.
- Teachers provide students with feedback for future learning which can be done **orally or in writing**, either individually or in class as a group.
- Assessment is reported via subject report cards, parent-teacher conferences, and parents meetings.
- All members of the school community have an understanding of our approach to assessment

What and when do we assess?

Assessment pieces are both formative and summative, and enable all types of learners to have the opportunity to be successful. The aim is to build oral, written and practical assessments into the programmes.

Students are assessed when they work individually, when they work in a group either individually or co-operatively – in school or at home

Any assessment task should be an authentic piece; it should be meaningful and relevant to the students in the context of their studies and wider experiences.

In order to get a balanced view of the progress of our students, a wide range of assessment methods in all subjects is used.

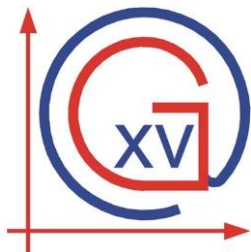
- Observations – Students are observed working individually, in small groups or as part of the whole class.
- Performance Assessments – students use skill, knowledge and understanding to accomplish a goal or solve an open-ended problem.
- Process based assessments – students are assessed on the process they go through, rather than the finished product for example Personal project.
- Tests – summative pieces which provide a snapshot of where the student is at a given time.
- Portfolios, Journals & Workbooks – a collection of student work that is designed to show growth, progress and reflection.

In addition students are assessed in certain subjects in MYP4 and MYP5 during exam week in May.

How do we assess?

When planning a unit of work in any subject the assessment objectives are taken into consideration so that there is room both for formative and summative assessment. Thus students' progress while working on a particular unit as well as her/his achievement at the end of a unit will be assessed. When setting any assessment piece it must be clear to the students how they will be assessed, against what criteria, and with what expectations for success. This should be provided through the consistent use of assessment rubrics and instruction sheets.

The assessment should be introduced as being part of the unit, not solely a knowledge recall activity at the end. All assessments, whether formal or informal, should contain a significant opportunity for the student to reflect on their achievements, and enable them to set personal goals.



In the MYP all assessments must be solely against the criteria set by the IB, and in the final year of the programme (MYP5), should contain the precise wording set out in the subject guides.

Who is involved in the assessment?

Whilst the teacher may well be the most frequent assessor during the school year, there are opportunities for self-assessment and peer-assessment whenever appropriate. This encourages all students to understand the assessment process and see it as transparent and meaningful. Parents also play a role as assessors, such as in observing and feeding back how their children are progressing against the learner profile attributes.

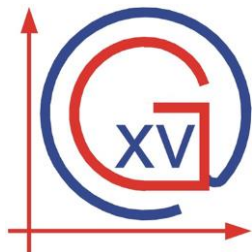
How do we report?

There is the so called **e-dnevnik** - electronically kept record of students' attendance as well as the record of formative and summative assessment of student's work. This can be accessed via PIN received in the 8th grade of primary school in Croatia or via e-građani system at any given time throughout the year so that parents can actually see how their child is doing in a particular subject and discuss any necessary measures with subject teachers, homeroom teacher or MYP coordinator, if necessary.

At the end of the school year parents receive written final report card both in English and in Croatian, as it is required by the Ministry of Education, given that the school is a state school. Parents are expected to come for parents-teacher consultations during the school year in order to monitor their child's progress.

Also there are 3 parents meetings throughout the school year when parents can also talk to either homeroom teacher or subject teachers.

MYP assessment criteria is applied for each subject group according to the following table provided by the IB :

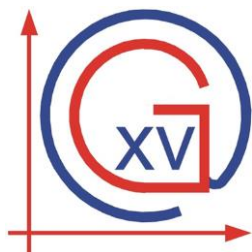


Subject groups	Criterion A (max.8)	Criterion B (max.8)	Criterion C (max.8)	Criterion D (max.8)
Language and literature	Analysing	Organizing	Producing text	Using language
Language acquisition	Comprehending spoken and visual text	Comprehending written and visual text	Communicating	Using language
Individuals and societies	Knowing and understanding	Investigating	Communicating	Thinking critically
Sciences	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
Mathematics	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics in real world context
Arts	Knowing and understanding	Developing skills	Thinking creatively	Responding
Physical and health education	Knowing and understanding	Planning for performance	Applying and performing	Reflecting and improving performance
Design	Inquiring and analysing	Developing ideas	Creating the solution	Evaluating
MYP projects	Investigating	Planning	Taking action	Reflecting
Interdisciplinary	Disciplinary grounding	Synthesizing and applying	Communicating	Reflecting

There are **4** criteria for each subject in each subject group. The maximum level of achievement in each criteria is **8**, thus **32** is the maximum level of achievement in each subject.

To arrive at a criterion levels total for each student, teachers add together the student's final achievement levels in all criteria of the subject group.

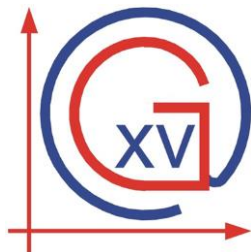
The IB provides the conversion table with grade boundaries for converting the criterion levels total into grades from 1-7, which is applied to determine final grades in each year of the MYP. The grades from 1-7 are then converted into grades from 1-5 according to the Croatian grading system .



MYP GENERAL GRADE DESCRIPTORS

Grade	Boundary Guidelines	Descriptor
1	1-5	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.
2	6-9	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
3	10-14	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
4	15-18	Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
5	19-23	Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.
6	24-27	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real world situations, often with independence.
7	28-32	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.

IB GRADE	OCJENA
1	Very poor (nedovoljan)
2	Poor (nedovoljan)
3	Mediocre (dovoljan)
4	Satisfactory (dobar)
5	Good (vrlo dobar)
6	Very good (odličan)
7	Excellent (odličan)



SCHOOL CALENDAR 2018/2019

SEPTEMBER 3rd , 2018 - DECEMBER 21st , 2018 FIRST TERM

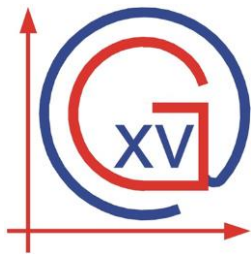
September 2018	First parents' meeting
October 8 th , 2018	Independence day
12 October, 2018	One-day school trip
November 1 st , November 2 nd	All Saints' Day Thursday (no school)
November 15 th , 2018	Parents-teacher conference (Thursday)
Winter holidays	December 24 th , 2018 – January 12 th , 2019

JANUARY 14th , 2019 - JUNE 14th , 2019 SECOND TERM

January 14 th , 2019	Beginning of 2 nd term
February 4 th , 2019 March 4 th , 2019	PP-first draft to be submitted (MYP5 students only) Personal Project deadline (MYP5 students only)
March 14 th , 2019	School day + Personal Project festival
April 16, 2019	Parents-teacher conference (Tuesday)
April 18 th till 26 th , 2019	<u>Spring holidays</u>
April 23 rd – April 27 th , 2019	London school trip (MYP5 students)
April 29 th , 2019	School begins after spring break
May 1 st , 2019	Labour day
May 9-10, 2019	Two-day school trip
May 22 nd – May 31 st , 2019	Exam week ¹
June 14 th , 2019	End of school

Any changes in the above school calendar will be duly noted.

¹ MYP4 students sit Math, Croatian A, History and Chemistry exams, MYP5 sit Math, English A and B, Physics, German B / French B exams



DAILY SCHEDULE

School begins at 8 a.m.

Students should come to school at least 10 minutes before the beginning of the classes. Students must be in class on time and before subject teacher.

Classes last 45 minutes.

During the 'big break', from 10.25 until 10.55 students may exit the school building and stay nearby.

During the 5-minute breaks, students are not allowed to leave the school.

The classes usually end at 2.10 p.m. or sometimes at 3:00 p.m. depending on the number of classes students have each day.

During the 'big break', from 10.25 to 10.55 the students can buy lunch, sandwiches, snacks drinks, tea ,coffee,etc. at the school **ju-kantina** (cafeteria).

After class, students can attend extracurricular activities or

- use the library from 8.00 a.m. till 15.00 p.m.
- use the gym for the scheduled extra-curricular activities.

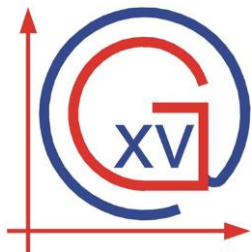
If a gap appears in a student's schedule, he/she should use the school facilities either the school library or Podroom, students' common room, unless told otherwise.

No student should roam the halls during class periods.

SPECIAL EVENTS

Every school year there are a number of collapsed days or lessons to allow students to participate in different activities such as field study trips, class excursions, community and service events, project presentations and cultural events or festivals.





FAMILY TRAVEL OUTSIDE OF SCHOOL DESIGNATED HOLIDAYS

Although the school encourages travelling, parents are asked not to plan their trips during school days, if possible.

We ask that when you plan trips, you schedule your flights to avoid having your sons/daughters miss school days. Teachers will not be asked to make special arrangements for students who miss school because of unscheduled holidays. Every effort will be made to support the needs of students who miss school due to an illness, an emergency or a situation beyond the family's control.

RELIGIOUS OR CULTURAL HOLIDAYS

Since our school is an international one and has students from various parts of the world we understand that students of various religions within the school observe diverse holidays. The school respects and accepts observations of various holidays and requests that parents notify the MYP Coordinator when their children will be absent due to the observation of special religious holidays.

ATTENDANCE PROCEDURES

Excused absences

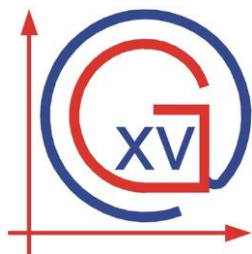
- If a student misses 100 or more periods by the end of the first term, parents will be summoned to school to a meeting with the homeroom teacher, MYP coordinator and the principal.
- Parents should promptly report to the school their child's absence or late arrival –If a child is absent, a parent should **within 5 days**, present a written excuse which must include – the date/dates of absence, the reason for the absence, the parent's/guardian's signature and a doctor's report. Also parents/guardians have to come to school personally to verify the absence, at the latest by the first afternoon consultations.
- During school year a parent can personally or in a written form excuse his/her child's absence from school without a doctor's report, for no more than 3 consecutive/sequential days .

Parents can also request absence from school for their child in advance.

- If it is an emergency then orally - the subject teacher,
- In a written form for up to 3 days - the homeroom teacher
- In a written form for up to 7 work days - the principal
- In a written form for more than 7 working days - the teaching staff of XV.gimnazija

Unexcused absences will result in one of the following disciplinary actions:

1. **A warning- 6-11 unexcused absences**
2. **A written reprimand- 12- 17 unexcused absences**
3. **Reprimand before expulsion- 18-23 unexcused absences**
4. **Expulsion- 24 or more unexcused absences**



CODE OF CONDUCT

The following Code of Conduct and its rules/standards of behaviour apply not only to students and their behaviour while on school premises, on school trips or at school but at authorized events or activities such as visits to museums, theatres, etc. as well. It also refers to all individuals involved in the education process- parents or guardians, teachers and other staff members.

- All members of school community, especially students are expected to conduct themselves in a courteous manner and to treat others with respect and dignity, especially persons in positions of authority.
- Students are also expected to be respectful of school property and other students' property.
- All members of the school community have a responsibility to maintain an environment where conflict and difference can be resolved in a civil and respectful manner.

THE CODE OF CONDUCT AND THE RULES OF BEHAVIOUR

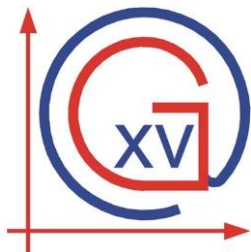
For instances of unacceptable behaviour, depending on their severity, disciplinary actions will be taken as follows:

1) A warning (opomena) – for minor unacceptable behaviour (lakše neprihvatljivo ponašanje)

- a) misconduct and disrupting of classes, talking to other students during class;
- b) littering school premises;
- c) intentional damage to school property such as drawing on the desks, and carving of the desks
- d) unauthorized use of electronic gadgets such as tablets or cell phones during classes
- e) inciting and aiding unauthorized entrance of unauthorized persons onto school premises
- f) inciting unacceptable behaviour in other students (peer-pressure)
- g) disturbing students or teachers and school personnel by inappropriate behaviour which causes discomfort, after the student has already been warned
- h) copying from other student /sources, improper collaboration during class test/exam

2) A written reprimand (ukor)- unacceptable behaviour (teže neprihvatljivo ponašanje)

- a) repetitive misconduct of class disruption in such a manner that the class cannot be held
- b) spreading lies, verbally abusing or bullying and degrading another student or school personnel
- c) bringing and abusing alcohol, cigarettes or illegal substances on school premises, including school trips, visits to theatre, museum, etc.
- d) inciting and aiding unauthorized entrance of persons who have already damaged students or school personnel on either school property or outside
- e) intentional damage of the school or another person's property also during school trips, visits to theatre, museum, etc.
- f) covering up of violent behaviour
- g) hitting or participating in a fight or similar violent behaviours that can endanger the safety of student or other people, without severe injuries
- h) use and abuse of data of other students from 'pedagoška dokumentacija/e-dnevnik'
- i) betting or gambling on school premises, school trips, visits to museums, etc.
- j) theft



**3) Warning before expulsion (opomena pred isključenje) - severely unacceptable behaviour
teško neprihvatljivo ponašanje**

- a) inciting violent behaviour
- b) violent behaviour which does not result in severe damage/injuries
- c) forgery of exam materials or written doctor's excuse
- d) theft
- e) unauthorized use of data /passwords to access electronic/school data base
- f) incitement of racial hatred and other forms of hate-speech
- g) destruction of school official documents
- h) pressuring students into unacceptable behaviour or bullying
- i) bringing weapons and similar dangerous tools to school

**4) Expulsion (isključenje) – especially severe unacceptable behaviour (osobito teško
neprihvatljivo ponašanje)**

- a) forging written or electronic official documents/school reports/ subject reports etc.
- b) publishing materials online (YouTube) or elsewhere that could **hurt the** reputation, honour and dignity of another person
- c) vandalism, breaking in and similar violent acts
- d) endangering the safety of students, teachers and school personnel by using weapons or dangerous tools/materials
- e) violent behaviour resulting in severe emotional or physical injuries of another person

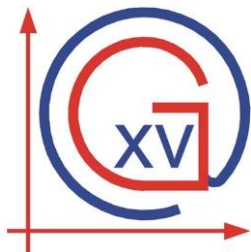
Disciplinary measures warning and written reprimand have to be awarded within 15 days after the student has been warned/reprimanded.

Parents or legal guardians will be informed about unacceptable behaviour of their child, either in written form.

Also , if necessary or required by law, parents will be summoned to a meeting at school regarding their child's misconduct or unacceptable behaviour.

Disciplinary actions and measures will be noted in the *e-dnevnik*.

Due to positive changes in student's behaviour over a longer period of time , the disciplinary actions can be rescinded.



Roles and Responsibilities

The MYP Coordinator takes a leadership role in the daily operation of the MYP programme and provides leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment
- communicating regularly with all members of the school community

Teachers and school staff maintain order in the school by being role models for students and by keeping high standards of behaviour.

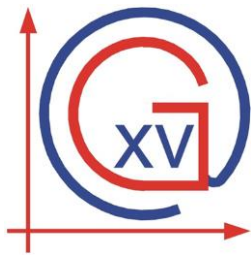
The teachers' responsibilities are to:

- help students work to their full potential and develop their self-worth;
- inform students and their parents about progress and achieved results in academic subjects and other school activities during consultations and parents' meetings, especially the homeroom teacher or subject teachers
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- E-mail communication is restricted to short and urgent notices - should a need or a problem arise, parents need to come to school in person and talk to the homeroom teacher, subject teacher, MYP coordinator, or the principal. The meeting can be requested by the school, homeroom teacher, subject teacher, MYP coordinator, principal or parents

Students are to be treated with respect and in return they must demonstrate respect for themselves, for others and responsible behaviour.

Students are expected to:

- come to school and classes on time and be prepared for work, otherwise they will not be allowed to enter the school/classroom
- come to classes with all the necessary equipment such as pens for writing tests, pencils, books and hand-outs, rulers, callipers, calculators, USBs/memory sticks, as well as appropriate P.E. equipment such as plain, white T-shirt, pants/jump suit, sneakers, etc. If a student fails to bring the equipment to class he/she will NOT BE ALLOWED TO SIT IN THE CLASSROOM or do P.E., will be sent to the MYP coordinator, and the parents will be informed or possibly summoned to school in case of such repeated behaviour
- **bring only hard copies of projects which must be handed in person to the subject teacher, unless specifically permitted by a subject teacher**



- demonstrate respect for all fellow students and school personnel by standing up out of respect when a teacher or any adult person enters the classroom or by greeting teachers and school personnel in school corridors
- be quiet, courteous, and respectful during the classes – if a student is disruptive in class parents may be summoned to sit in the classroom in order to observe their child's behaviour
- be respectful of school property
- refrain from behaviour which might endanger their own safety and the safety of others such as sitting on window sills, running around school corridors, violent behaviour, etc.
- turn off cellular phones and other electronic gadgets during classes and keep them in their bags
- refrain from eating, drinking soft drinks, coffee or tea, or chewing gum during the classes
- pick up litter at all times, whether they dropped it or not
- use school equipment only with the permission from a teacher
- use school facilities, especially the library, if a gap appears in their schedule and not to roam the school corridors

Students are not allowed to enter the staff room.

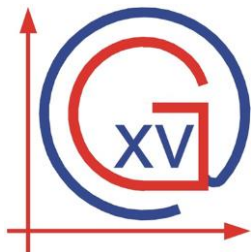
Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school, especially the homeroom teacher, and come to school at least twice a term
- help their child be neat, appropriately dressed(check the above) and prepared for school (check the above)
- ensure that their child attends school regularly and on time
- become familiar with the code of conduct and school rules and make sure that their child will abide by the rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues

Standards of Behaviour

All school members must:

- respect and comply with all applicable state laws as well as the Book of regulations provided by the Ministry of Education and the Book of regulations provided by the school
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- respect the rights of others



- show proper care and regard for school property and the property of others
- respect persons who are in a position of authority
- respect the need of others to work in an environment of learning and teaching

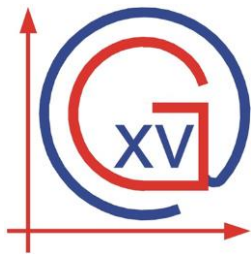
SCHOOL HAS ZERO TOLERANCE FOR ALCOHOL, DRUGS AND TOBACCO ABUSE WHICH ARE STRICTLY FORBIDDEN ANYWHERE ON SCHOOL PREMISES (INSIDE AND OUTSIDE THE BUILDING) AS WELL AS ON SCHOOL TRIPS, VISITS TO MUSEUMS AND EXHIBITIONS, ETC.

Consequences of breaking school rules

- Matters of discourtesy will be handled immediately by the subject teacher, homeroom teacher and/or MYP Coordinator.
- In case of academic dishonesty steps will be taken (check the Handbook's section on Academic Honesty Policy).
- If a student does not meet the deadline for submitting a homework assignment/project she/he will be awarded '0' on all the assessed criteria for the given assignment
- In case of misconduct during a class the student will be summoned to the MYP Coordinator's office in order to explain himself/herself and write a report regarding the misbehaviour.
- In case of repetitive tardiness parents will be summoned and students penalized by unexcused absences.
- If a student does not fulfil her/his obligations regarding the Personal Project for example meetings with the supervisor, etc. parents will be informed and summoned for a meeting with the supervisor first; if this kind of behaviour continues then the homeroom teacher and the MYP coordinator will also be summoned.
- If a student uses a cell-phone or any other electronic gadget not permitted by the subject teacher, it will be confiscated and will only be released into the hands of the student's parents who will come to school to collect them from the MYP Coordinator.
- In case of repetitive misconduct of class disruption parents will be informed by either the homeroom teacher or the MYP coordinator and summoned to school for parents'-teacher-student conference.
- In case of intentional damage of the school or another person's property forgery, theft, and vandalism will result in expulsion from school.
- Drug and alcohol consumption anywhere on school premises (inside and outside the building) on school trips or at school –authorized events or activities such as visits to museums, theatres, etc. will also result in severe disciplinary action.

ACADEMIC HONESTY POLICY

The school expects from all students to maintain the highest standards of academic conduct. Most students conduct themselves with integrity and are disturbed when they observe others cheating so the cheating and plagiarism will be penalized/punished.



What is academic misconduct/dishonesty?

Using the work of others, their ideas, words or art work (regardless of the length or quantity – it can be one sentence only, or a single photograph) as your own without acknowledging the source, and submitting it for assessment. Since such bad practice may give a student unfair advantage over others in one or more assessment components, academic dishonesty results in significant consequences.

Plagiarism:

Presentation of words and/or ideas of another person as student's own. It can come in many different forms, such as:

- **copying** material from a source without proper acknowledgement
- **copying and pasting** material from a source without proper acknowledgement
- **translating** material from a source without proper acknowledgement
- **paraphrasing** material from a source without proper acknowledgement
- **getting help from another person** to the extent that the work is no longer authentic work of the student
- **buying material** (essays, presentations, written assignments, projects, etc.) and submitting them for assessment as student's own
- **fabricating data** for an assignment.

Collusion:

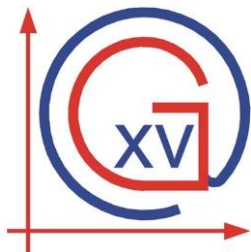
- Supporting malpractice by another student – intentionally or not, as in allowing one's work or part of the work to be copied or submitted for assessment by another student.
- Helping another student to complete an assignment to the extent that the work is almost a copy of another student's assignment.
- Working together with another student to produce only one version of an assignment and submitting it as two authentic and original pieces.
- In all cases **both students** are guilty of collusion.

Duplication of work is:

- presentation of the same work for different assessment components
- presentation of the same work to satisfy assessment requirements in different subjects, or different subject groups.

Unfair gain is:

- taking unauthorised material into an examination
- misconduct during an examination
- cheating in an examination



- falsifying another student's record
- theft of another student's work.

Students should learn that **taking material from a public domain like the Internet should also be always properly acknowledged.**

Students should also learn that submitting work that is not authentic, that is not their own - whether done on purpose or as a result of procrastination, negligence or sloppiness - **constitutes malpractice** whether it was **intentional or not.**

Disciplinary consequences of plagiarism

Plagiarism is regarded as academic theft and results in a zero grade award.

If a student performs any act of cheating or plagiarism mentioned above the consequences will be also based on the school's Book of regulations.

The subject teacher will inform the homeroom teacher and the MYP coordinator. The student will be summoned to a conference with the subject teacher, homeroom teacher and the MYP coordinator on the assignment in question. The homeroom teacher will notify the parents in writing of the incident. The following disciplinary actions will be undertaken:

1. Resubmit the paper/assignment to be completed within 48 hours. The student will revise and resubmit a properly documented paper/assignment.
2. No credit on the paper/assignment: The student will receive a zero on the paper/assignment.

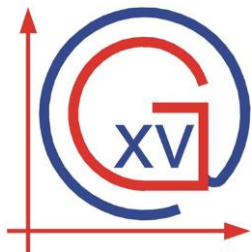
In addition to the above mentioned the following disciplinary actions could be undertaken : warning, a written reprimand, warning before expulsion or expulsion.

After a student's work has been determined to be plagiarised, one or more of the following consequences will be administered:

Offences and penalties

Should a student, despite all received guidance, be found guilty of malpractice within the school, the following penalties will be applied:

Violations	Grading consequences	Sanctions
Academic infringement (others' ideas are not properly acknowledged but the source is cited)	Reduced grade on the work	Work should be corrected and resubmitted within 48 hours
Collusion (improper collaboration on an assignment)	A failing grade or zero points on the work (all the students involved)	Work should be corrected and resubmitted within 48 hours Parents will be informed Written warning issued
Plagiarism	A failing grade or zero points on the work	Work should be corrected and resubmitted within 48 hours



(using others' words or ideas, source is not cited, copying and pasting other student's work, duplication of work))		Parents will be informed Written warning issued Noted in the student's record
Unfair gain in the class (copying from a student, electronic device, paper)	A failing grade or zero points on the work	Parents will be informed Written warning issued Noted in the student's record

TO AVOID PLAGIARISM

1. Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. At the end of the borrowed material, use parentheses to enclose the citation.
2. Use quotation marks for all quoted material.
3. Revise all paraphrased material so that it is presented in one's own style and language. The simple rearrangement of vocabulary and/or sentence patterns is not acceptable.
4. Provide specific documentation for each borrowed item. Others may need to know your sources.
5. Provide a bibliography for every source used in your paper.
6. When in doubt, cite sources. Seek clarification from teachers, librarians and resource centre personnel.



PROMOTION TO THE NEXT ACADEMIC YEAR

To be promoted to the next academic year, the MYP student should achieve grade 3 or above in all subjects. The same applies to Personal project in MYP5.

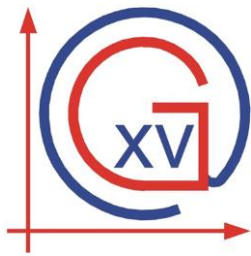
If a student has achieved '1' or '2' in one or two subjects he/she must attend a minimum of 10 and maximum of 25 extended periods of study (*produžna nastava/summer school*) according to the schedule provided by the subject teacher at the end of the school year. If the student does not meet the minimum requirement in July, he/she will take a re-sit exam in August.

If a student has achieved a failing grade ('1' or '2') from three or more subjects, he/she will not be promoted to the next academic year and therefore will have to repeat the same academic year.

PROMOTION TO THE IB DIPLOMA PROGRAMME

In order to be directly promoted to the IB Diploma Programme all the MYP students have to fulfil the following criteria:

- 1) A minimum GPA at the end of both MYP 4 and MYP 5 should be 4.5
- 2) Cumulative grades in English, Math and Science (average of Biology, Chemistry and Physics) at the end of both MYP 4 and MYP 5 should be at least 12



3) Good or excellent behaviour with minimal absences

CATCHING UP ON WORK MISSED

After absence, it is student's responsibility to catch up on the work missed and talk to each subject teacher regarding missed work.

MONITORS

Each week, the homeroom teacher names the two monitors. Their responsibilities are:

- to check the classroom before the beginning of the class, and report irregularities or damages
- clean the board
- report the missing students at the beginning of each class
- check the classroom after the class

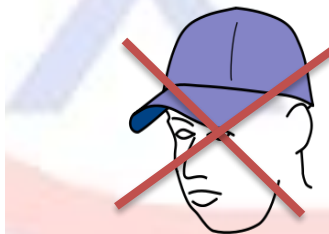
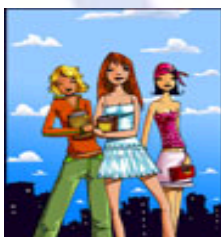


TEXTBOOKS

All textbooks, library books and magazines are available for students' use at no extra cost. The school expects these materials to be treated with great care. Students are responsible for the textbooks they are issued and are expected to return them in a condition similar to one when received at the end of the school year.

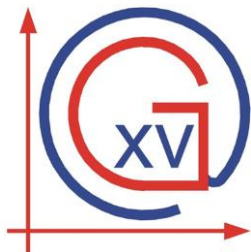
If books are lost or damaged, the parents must cover the cost.

DRESS CODE POLICY



Students are expected to come to school dressed appropriately and neatly, and should follow the dress code rules below :

- All skirts, dresses and shirts **must be** longer than the extended finger tips
- **No** head covering such as hoodies, hats and caps during classes except if it pertains to religious matters
- **No** sitting in the classroom wearing coats
- **No** spaghetti straps or tops that do not meet bottom
- **No** muscle shirts of any kind
- **No** shirts/tops that reveal too much cleavage
- **No** pants below hips that allow visibility of under garments of any kind



- **No** sheer/see through clothing
- **No** backless tops or clothes with revealing holes or tears
- **No** flip-flops
- **No** clothing with offensive messages or foul language
- Clothing should be free from slogans referencing drugs, alcohol, tobacco or weapons
- It is **recommended not** to come to school in tracksuits /sweat suits nor leggings, yoga pants or spandex

LOCKERS

Students should use their lockers to keep personal property (coats, umbrellas etc.) secured. Students should not force the locks of lockers. Also they are not allowed to change the assigned locker on their own nor attach stickers or write on lockers. Lockers should be kept clean and tidy. **At the end of the school year the students have to empty their belonging from the lockers.**

MONEY AND VALUABLES

Students should not bring large sums of money or other valuables to school nor keep them inside the lockers.

The school does not take responsibility for any lost or stolen property.



EXTRACURRICULAR ACTIVITIES

All students are welcome to participate in various sports and non-sports activities after school hours on school premises such as: MUN – Model United Nations, drama group, IB pop-rock band, school choir, yearbook, film group, debate club, etc. The list of those and times are posted at the beginning of each school year in the M corridor as well as the school web site.

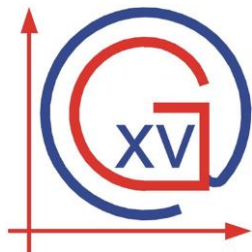
SCHOOL FACILITIES

Besides classrooms and labs the school has a cinema hall, a library with more than 22,507 books (9,703 in the IB department) and a canteen.

A gym, a small gym and outdoor sports grounds - basketball, handball, volleyball, football courts and an athletics track are also available.

VISITORS TO SCHOOL

Visitors are welcomed at school. Students who wish to bring a guest must request permission from the MYP coordinator signed by one or both parents a week before the arrival of the visitor and obtain permission. The guest should follow the XV .gimnazija School rules and regulations as well as the Code of Conduct.



IBMYP

XV.GIMNAZIJA

www.mioc.hr

www.ibo.org

Contact:

+385 1 230 22 55

lbzagreb-myp@hi.htnet.hr

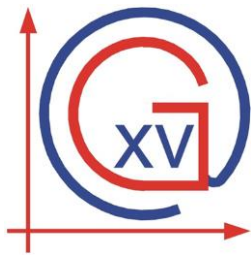
dkos@mioc.hr

Address:

Jordanovac 8

10000 Zagreb

Croatia



Statement

I _____,
a student of XV.gimnazija, IB World school, _____class

hereby state, that I have read the Code of Conduct and will comply with the above mentioned rules and standards of behaviour.

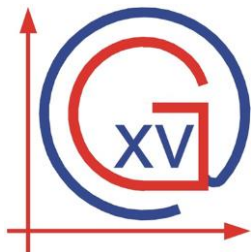
In case of misconduct I agree to suffer the consequences of such misconduct according to the school's Code of Conduct.

Date _____ Student signature _____

We, hereby state, that we have read the above Code of Conduct and will comply with the above mentioned rules and standards of behaviour.

In case of misconduct we hereby agree with the school's right to punish our son/daughter _____ in accordance with the above mentioned Code of Conduct.

Date _____ Parents signature _____



Academic Honesty Honour Code Statement

I _____,
a student of XV.gimnazija, IB World school, _____ class

hereby express my compliance with the values of academic honesty and therefore will always:

- Submit original, authentic pieces of work I wrote myself that comprise my own language, expressions and ideas.
- Acknowledge somebody else's words and/or ideas either taken from published (printed) or electronic source using the reference system agreed upon in my school.

I will always comply with rules and regulations of written examination; will not give or receive unpermitted aid in class work, in the preparation of reports, essays, assignments or any other work submitted for assessment in school or by external examiners.

Furthermore, I will take an active part in ensuring that others also comply with these values.

Date: _____

Student's signature: _____

Parent's or legal guardian's signature: _____