



# **XV. GIMNAZIJA**

## **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

**Zagreb, Jordanovac 8**

## **STUDENT HANDBOOK ON SCHOOL RULES**

**SCHOOL YEAR 2019/2020  
ZAGREB, September 2019**

Dear students,

It is with great pleasure that we welcome you to our school and the IB Diploma Programme.

XV. gimnazija is a state school that has been offering an international programme since the school year 1991/1992. Our school is authorised by the International Baccalaureate Organization and the Ministry of Science and Education of the Republic of Croatia to deliver the International Baccalaureate Middle Years (Grades 9 & 10) and Diploma Programme (Grades 11 & 12). Teachers and administrators have worked diligently and enthusiastically over the years to build a programme that balances academic excellence and personal growth. We also take care that improvements and adjustments are being made regarding the school facilities and equipment.

The Diploma Programme puts high demands on both students and teachers. Students are challenged to develop their knowledge, build and improve skills and acquire positive attitudes. We are convinced that hard work and responsibility will yield the highest standards of performance.

We wish you a successful and rewarding experience in the IB Diploma Programme in XV. gimnazija.

Sincerely,  
Your DP teachers

## 2019/2020 SUBJECTS AND TEACHERS

SUBJECT	TEACHER	TEACHER'S EMAIL ADDRESS
Principal	Ljiljana Crnković, M.A.	<a href="mailto:ravnatelj@mioc.hr">ravnatelj@mioc.hr</a>
IBDP Coordinator	Ljiljana Crnković, M.A.	<a href="mailto:lcrnkovic@mioc.hr">lcrnkovic@mioc.hr</a>
Croatian A Literature	Marija Bilić, M.A.	<a href="mailto:marijab@mioc.hr">marijab@mioc.hr</a>
	Senka Škrnjug, M.A.	<a href="mailto:sskrnjug@mioc.hr">sskrnjug@mioc.hr</a>
English A Literature English B	Iva Čorak, M.A.	<a href="mailto:icorak@mioc.hr">icorak@mioc.hr</a>
	Zorana Franić, M.A.	<a href="mailto:zfranic@mioc.hr">zfranic@mioc.hr</a>
	Lada Siladin, M.A.	<a href="mailto:lsiladin@mioc.hr">lsiladin@mioc.hr</a>
French B and CAS	Loreana Selišek Butina, M.A.	<a href="mailto:lsbutina@mioc.hr">lsbutina@mioc.hr</a>
German B	Sandra Markota Sever, M.A.	<a href="mailto:smsever@mioc.hr">smsever@mioc.hr</a>
Economics	Krunoslav Horvat, M.Sc.	<a href="mailto:khorvat@mioc.hr">khorvat@mioc.hr</a>
Psychology	Valentin Lapaine, M.A.	<a href="mailto:vlapaine@mioc.hr">vlapaine@mioc.hr</a>
Biology HL	Biljana Agotić Smital, M.Sc.	<a href="mailto:bagotic@mioc.hr">bagotic@mioc.hr</a>
Biology SL	Emil Gaal, M.Sc.	<a href="mailto:egaal@mioc.hr">egaal@mioc.hr</a>
	Mihaela Marceljak Ilić, M.Sc.	<a href="mailto:mmarceljak@mioc.hr">mmarceljak@mioc.hr</a>
Chemistry	Zrinka Topličan, M.Sc.	<a href="mailto:ztoplican@mioc.hr">ztoplican@mioc.hr</a>
Computer Science	Maja Mihalic Skočak, M.Sc.	<a href="mailto:mmihalic@mioc.hr">mmihalic@mioc.hr</a>
Physics	Ines Dukić, M.Sc.	<a href="mailto:idukic@mioc.hr">idukic@mioc.hr</a>
Mathematics	Marina Bilić, M.Sc.	<a href="mailto:mbilic@mioc.hr">mbilic@mioc.hr</a>
	Maja Đerek, M.Sc.	<a href="mailto:mderek@mioc.hr">mderek@mioc.hr</a>
	Jelena Gusić, M.Sc.	<a href="mailto:jgusic@mioc.hr">jgusic@mioc.hr</a>
Visual Arts	Kristina Rismondo, M.A.	<a href="mailto:krismondo@mioc.hr">krismondo@mioc.hr</a>
Theory of Knowledge	Vladimir Rismondo, Ph.D.	<a href="mailto:vrismond@gmail.com">vrismond@gmail.com</a>
	Marko Movre, M.A.	<a href="mailto:mmovre@mioc.hr">mmovre@mioc.hr</a>
Croatian C for foreign students	Idana Perić, M.A.	<a href="mailto:iperic@mioc.hr">iperic@mioc.hr</a>
History for Croatian national students	Boris Babajko, M.A.	<a href="mailto:bbabajko@mioc.hr">bbabajko@mioc.hr</a>
Geography for Croatian national students	Darko Kanjuh, M.A.	<a href="mailto:dkanjuh@mioc.hr">dkanjuh@mioc.hr</a>

## ATTENDANCE PROCEDURES

IB students will use the main school entrance or entrance from Čikoševa street that is open only in the morning.

**School begins at 8:00.**

**Students must arrive punctually to the assigned classroom with their books and all necessary materials. They must regularly attend all classes.** Should a student arrive late he/she will not be admitted into the classroom and will have to state the reason of his/her absence to the class teacher and homeroom teacher and provide a letter from a parent. In such situation, the student should use the school library facilities.

Lunch break of 30 min is at 10,25. Students provide for their own lunch.

Punctuality after breaks is as important as in the morning.

Backyard door is open only during the lunch and 10 min break.

### Attendance

Attendance roll will be taken at the beginning of each class period and notified in the class e-book.

For the award of report cards and diploma, full attendance is required. Unavoidable absences must be confirmed by a note from parents and a doctor. Phone calls will not be sufficient, personal visit to the homeroom teacher is required.

### Excused Absences

Those who are absent up to 3 days can be excused by a written note from parents submitted personally to the homeroom teacher. The excuse note should be presented **within 2 days upon the arrival back to school** and must include:

1. the date or dates of absence.
2. the reason for the absence.
3. the parent's or guardian's signature.

For the absence longer than 3 days due to illness a doctor's report is required.

## Unexcused Absences

If a student does not bring written permission from home excusing him/her for an absence, he/she will receive an **UNEXCUSED absence** from class, which will result in a disciplinary action.

- 1. More than 0.5% unexcused periods of the total number of periods will result in a formal warning**
- 2. More than 1% unexcused periods of the total number of periods will result in a written reprimand**
- 3. More than 1.5% unexcused periods of the total number of periods will result in a final warning before expulsion, and the grade**
- 4. More than 2% unexcused periods of the total number of periods will result in expulsion from school.**

## On request absence

For an absence planned ahead of time a written request should be submitted prior to the absence, signed by both student and parents:

- a **single day** absence is granted by the **homeroom teacher**;
- **up to 3 days** absence by the **homeroom teacher or DP Coordinator**;
- **longer than 3 days, up to 7**, by the **principal**;
- **longer than 7 days, up to 15**, request must be submitted to the **teaching staff – Nastavničko vijeće**.

## ILLNESS AT SCHOOL

Students who become ill at school should report to the homeroom, class teacher or IB Coordinator. Students **must not** leave the school without permission.

## CATCHING UP ON WORK MISSED

After an absence, **it is the student's responsibility** to find out which assignments have been missed. It is also the student's responsibility to set up a schedule to catch up on work missed during an extended absence. Students with specific questions are invited to contact teachers to visit them during their office hours.

## **RULES ON USE OF THE SCHOOL FACILITIES**

1. Students must follow their school schedule. After classes, students are allowed to:
  - a. use the library from 8:00 to 15:00.
  - b. use the computer lab according to the schedule posted on the door.
  - c. use the gym for the scheduled extra-curricular activities.
2. If a gap appears in a student's schedule, he/she should use the school facilities. No student should roam the halls during class periods.
3. During breaks, when changing classrooms, students are requested to use the right side of the corridor and stairs to avoid crowding. The shift should be made efficiently and orderly.

## **CHANGES IN SUBJECT AND LEVEL**

During September of the 11<sup>th</sup> Grade students have the opportunity to **change once their subjects and/or levels. A written request should be submitted** signed both by the parents and the student, and **an interview is required with the IB Coordinator. The possibility of changing subjects ends on October 1.**

## **STUDENT TRANSFERS**

If you should change schools for any reason during the school year, parents must contact the IB Coordinator. Students are required to return all books to the library and to subject teachers, receive their signature, and submit the form to IB Coordinator prior to their departure. Locker should be emptied, and all the school fees must be covered. It is only then that you can receive a report card with your grades.

## **STUDENT DISCIPLINE**

Discipline rules at the school have been designed to allow students as much freedom and responsibility as possible under the circumstances and to ensure that the school's primary function – *education* - is achieved.

The school reserves the right to take disciplinary action if a student's behaviour in or out of school affects the reputation or well-being of the school community.

## **DISCIPLINARY PROCEDURES**

The individual classroom teacher is expected to deal with tardiness and routine student behaviour. Other problems such as habitual class cutting, repeated lateness, and repeated class disruption will be dealt with by the homeroom teacher and IBDIP Coordinator. The teaching staff will impose appropriate penalties.

The homeroom teacher or the IBDP Coordinator will contact the student's parents / guardians and appropriate authorities immediately when the misbehaviour is related to assault, vandalism, theft, drugs, alcohol or destruction of personal or public property or after a 3 day long absence without a proper notification.

## **CODE OF CONDUCT**

Students are expected to conduct themselves in a manner that brings respect and honour to themselves, their parents and the school.

Courtesy in behaviour, language and manner is expected of students at all times. Matters of discourtesy in the classroom will be handled by the classroom teacher. Discourtesy outside the classroom will be referred to the homeroom teacher and IBDP Coordinator.

Students are expected to:

- always demonstrate respect for all fellow students and school personnel
- be respectful of school property
- not sit on window sills
- not write on desks or walls
- not move school furniture without permission
- not put their backpacks on the desk during classes
- pick up litter at all times, whether they drop it or not
- never touch a fire extinguisher in fun; their purpose is to prevent small fire to spread
- not take anything that belongs to somebody else
- not smoke – smoking is not allowed in the school building
- not put headphones during classes
- not eat or drink during classes; no food may be brought into the classroom; tins, napkins, and leftovers must be disposed of in proper garbage containers
- turn off their cellular phones during lessons

**NOTE: Harmful objects like knives, guns or similar, alcohol, drugs and tobacco are strictly forbidden in the school. Headphones or cellular phones should not be used during classes and will be repossessed by the teacher and returned to parents only.**

## **IN CASE OF MISCONDUCT**

For misbehaviour or rude conduct, the school has a system of penalties:

- 1) A formal warning will be given for minor disciplinary violations;
- 2) A written reprimand will be given to the student and sent to the parent for disrupting the class, assaulting another student, faculty, or school personnel;
- 3) Any major violation will result in a final warning before expulsion;
- 4) Persistent violation will result in expulsion from school.

In addition, the following misbehaviour may result in expulsion from school:

- more than 2% of unexcused periods;
- intentional damage of the school or another person's property;
- forgery, theft, vandalism, drug and alcohol consumption.

## **STUDENT'S DRESS CODE**

It is expected that students are appropriately dressed. Students and parents must take the responsibility to ensure that he/she has a neat and decent appearance.

When using the gym, students should bring an extra pair of tennis shoes and the required outfit.

Students should use their lockers to keep all personal property (coats, umbrellas, etc.) secured.

During the use of the gym students are to entrust their valuable possessions (watches, cellular phones, money, etc.) to the teacher.

The school does not take any responsibility for lost, misplaced or stolen valuables but will assist our students in taking appropriate steps.



## **TEXTBOOKS**

Students are responsible for the textbooks issued. All books are school property and must be cared for and returned in the condition received. If books are lost or damaged, student will be billed. Handing in a book is not enough; it must be the one you were assigned. At the end of the year, before receiving the report card, the student should submit the “Return of books form” as a proof that all books have been returned.

## **LOCKERS**

Please do not force the lock or your locker. Do not keep valuables inside. You are not allowed to attach stickers or write on your locker. Keep your lockers clean and tidy. Do not leave books, bags, and clothes on top of lockers.

## **VISITORS TO THE SCHOOL**

You may only bring visitors into the school with the permission of the Head of School. This is normally granted for one day. The beginning or the end of the school year is not a good time for visitors to come to the school. You are fully responsible for your visitor while he or she is in the school. Do not take visitors into a classroom without first asking the teacher concerned.

## **STUDENT APPRECIATION**

During and at the end of the school year, awards will be given to students for:

- A) excellent and outstanding academic performance;
- B) creative participation in curricular and extra-curricular activities;
- C) participation in outside of school competitions;
- D) exercising polite, well-mannered behaviour which serves as a role model to other students.

Awards may be given by the teaching staff based on the recommendation of the homeroom teacher, class teacher, or other faculty members.

## PROMOTION TO THE NEXT YEAR/GRADE

Requirements for the promotion to Grade 12:

- a minimum of 23 points in your six Diploma courses. Extra certificate subjects do not contribute to the total number of points;
- not a single negative grade in any of your Diploma courses (1 in SL or 1 or 2 in HL courses).

Students with one or two negative grades or with less than 23 points will have to take re-sit exams at the end of the school year. Students who fail to submit the required lab reports, projects, essays, portfolios, and CAS diaries will have to re-sit the subject as well. First re-sit session takes place at the beginning of July and the second at the end of August. Students with a negative grade or with less than 23 points after taking re-sit exams will have to do Grade 11 or 12 again.

## IBDP GRADING SCALE

IB grading scale of 1 – 7 is applied in all Diploma courses and the equivalence to scale 1-5 is as follows:

IB grade	1-5 equivalence	Total points	Overall achievement / Uspjeh
7	5	34 +	Excellent / Odličan
6	5	28 - 33	Very good/ Vrlo dobar
5	4	24 - 27	Good / Dobar
4	3	23	Sufficient / Dovoljan
3	2	22	Failed / Nedovoljan
2	2 (at SL), 1 at HL	GPA – grade point average is calculated in <i>e-Matica</i> inclusive of extra certificate and school complimentary course	
1	1		

## **ACADEMIC HONESTY**

IBO is very particular about academic honesty, malpractice, plagiarism or cheating.

The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic;

- work or ideas of others must be fully and correctly acknowledged;
- candidates must comply with all internal school deadlines;
- candidates are expected to review their own work before submission for assessment to identify any passages, data, graphs, photographs, computer programmes etc. that still require acknowledgement;
- class material should be acknowledged as well;
- teachers, while reading candidate's work, must be vigilant for obvious changes in a candidate's style of writing;
- IB examiners use Internet sites to detect plagiarized text.

If accused of malpractice:

- students must provide their full report;
- teacher must provide a report;
- Coordinator must provide a report.

Possible penalty by IBO is:

- no grade awarded for the subject, no Diploma;
- no points for Internal Assessment.

## FINAL IB EXAMS (GRADUATION) AND AWARD OF THE IB DIPLOMA

### Conditions for award of the IB diploma:

1. **All assessment components** for each of the six subjects and the additional IB diploma requirements **must be completed** for the award of the IB diploma.
2. A candidate will **not qualify for the award of the diploma if certain requirements have not been met**. (Refer to the [\*General regulations: Diploma Programme\*](#).)

### Failing conditions :

1. CAS requirements have not been met.
  2. Candidate's total points are fewer than 24.
  3. An N has been given for theory of knowledge, extended essay or for a contributing subject.
  4. A grade E has been awarded for one or both of theory of knowledge and the extended essay.
  5. There is a grade 1 awarded in a subject/level.
  6. Grade 2 has been awarded three or more times (HL or SL).
  7. Grade 3 or below has been awarded four or more times (HL or SL).
  8. Candidate has gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
  9. Candidate has gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
- 5. A maximum of three examination sessions** is allowed in which to satisfy the requirements for the award of the IB diploma.

Please acknowledge that **even without a negative grade or with 24 points achieved, you may still not receive the IB Diploma** due to specific failing conditions.

## IB DIPLOMA RECOGNITION

**IB Diploma is recognized at universities world-wide.**

**Croatian national requirements regarding the IB Diploma recognition should be checked with the national Ministry of Education and specific universities** (e.a. Germany requires all students to take Math or Science at HL).

**In Croatia, IB Diploma is equivalent to *Državna matura*:**

“Na kraju srednjoškolskog obrazovanja po međunarodnom nastavnom planu i programu i/ili kurikulumu nadležna međunarodna organizacija ili institucija izdaje učeniku javnu ispravu kojom se dokazuje završetak srednjoškolskog obrazovanja.”

(članak 30.a, stavak 6. Zakona o odgoju i obrazovanju u osnovnoj i srednjoj školi (“Narodne novine” 87/08, 86/09, 92/10, 105/10, 90/11, 5/12, 16/12, 86/12, 126/12, 94/13, 152/14, 7/17, 68/18))

“At the end of secondary education, according to the international curriculum and the curriculum, the competent international organization or institution issues the student a public document proving completion of secondary education.”

(Article 30a, paragraph 6 of the Primary and Secondary School Education Act (Official Gazette of the Republic of Croatia 87/08, 86/09, 92/10, 105/10, 90/11, 5/12, 16/12, 86/12, 126/12, 94/13, 152/14, 7/17, 68/18))

“Kandidati koji su hrvatski državljani i koji srednjoškolsko obrazovanje završavaju u međunarodnom programu International Baccalaureate (IB) u Republici Hrvatskoj mogu se prijaviti na visoka učilišta u Republici Hrvatskoj, pri čemu će se rezultati njihovih završnih ispita priznati kao usporedivi rezultati ispita državne mature, no moraju polagati ispite državne mature koje studijski program zahtijeva, a koje nisu polagali unutar IB mature. Također, moraju ispuniti preduvjete i položiti dodatne provjere posebnih znanja, vještina i sposobnosti ako ih zahtijeva pojedini studijski program.”

(članak 23. Pravila o uvjetima, postupku prijave, provedbi ispita za upis i rangiranju kandidata na studijske programe – [izvor – AZVO?](#))

“Candidates who are Croatian citizens and who complete secondary education in the international programme International Baccalaureate (IB) in the Republic of Croatia can apply for higher education institutions in the Republic of Croatia, where the results of their final exams are recognized as comparable results of the *Državna matura*, but they have to take exams of the *Državna matura* required by the study program and which have not been placed within IB Diploma. They must also meet the requirements and pass additional tests of special knowledge, skills and abilities if required by a particular study program.”

(Article 23. of Terms of Conditions, Application Process, Examination for Entry and Ranking of Candidates on Study Programs – [source – AZVO?](#))

„Kandidati koji su hrvatski državljani i srednje obrazovanje završavaju ili su završili u međunarodnome programu International Baccalaureate (IB) od 2010. godine do danas u

Republici Hrvatskoj, mogu se prijaviti na visoka učilišta u Republici Hrvatskoj, pri čemu će se rezultati njihovih završnih ispita priznati kao usporedivi rezultati ispita državne mature, no moraju polagati ispite državne mature koje studijski program zahtijeva, a koje nisu polagali unutar IB mature.“

Iz Brošure: Prijave ispita državne mature i prijave za upis na studijske programme (www.postani-student.hr).

„Candidates who are Croatian citizens and secondary school graduates or have graduated from the International Baccalaureate (IB) programme from 2010 until now in the Republic of Croatia can apply for higher education in the Republic of Croatia, whereby the results of their final exams will be recognized as comparable results of *Državna matura*, but they have to take *Državna matura* exams required by the study program and which have not been placed within IB Diploma.“

From the Brochure “Applications for *Državna matura* and applications for enrollment in study programs” (eee.postani-student.hr)

**IB results are entered into Croatian university application portal: Postani student in a timely manner and converted to 1-5 grading scale as follows:**

IB SL	DM A	IB HL
		7
7	5	6
6		
	4	5
5		4
4	3	
3		3
2	2	2

IB HL 6 and 7 - 7 receives the middle of the upper half of grade 5 points at the state graduation exam while 6 receives the middle of the lower half of grade 5 points,  
 IB HL 5 - receives the middle of the upper half of grade 4 points at the state graduation exam,  
 IB HL 4 - receives the middle of the lower half of grade 4 points at the state graduation exam,  
 IB HL 3 - receives the middle of points of grade 3 at the state graduation exam,  
 IB HL 2 - receives the middle of points of grade 2 at the state graduation exam **only if the IB Diploma is awarded**

IB SL 7 - receives the middle of points of grade 5 at the state graduation exam,  
 IB SL 6 - receives the lower half of grade 5 points at the state graduation exam

Average grade of all grades (extra certificate and school complementary grades included) are calculated on Postani student for the college enrolment purposes.