

## **West High School Policy for IB Admissions for Career Program and Diploma Program**

Eighth-grade students at West High School (WHS), at other schools within the Salt Lake City School District (SLCSD), and at private and other public schools outside the SLCSD:

- May apply directly to the WHS International Baccalaureate (IB) Program, without specifying Diploma Program (DP) or Career Program (CP) on their application.
- Applications are due on February 15<sup>th</sup> by 3:00 p.m. in the WHS Guidance Center. Late applications will be accepted on a case-by-case basis.
- A team of educators, including the IB Coordinator and IB Counselors, evaluate applications and identify students for the program based on prior grades, paragraphs written by the student and parents, and student interest and engagement.
- Applications are reviewed in mid-November, mid-December, mid-January, and mid-February, and notifications are sent to parents by U.S. mail and by email by the end of the month. Parents of students who apply late will receive notification within forty-five days.
- Applicants receive one of three responses:
  - the student has been accepted and given information about enrollment;
  - the student has been accepted and placed on probation, which indicates that IB Counselors will be evaluating and supporting their academic success upon enrollment;
  - the student has not been accepted to the program.

Students who have not been accepted to the IB Program are encouraged to schedule an interview with the IB Coordinator to learn what part of their application raised questions about their candidacy, to improve grades by the end of eighth grade, and/or to take rigorous courses in ninth grade, after which they are encouraged to reapply to the IB Program.

All ninth-grade students at WHS:

- Are enrolled in a Student Success Course (PXP) and will complete an IB application for course credit in the first semester of high school.
- May choose to submit the IB application for consideration to the WHS Guidance Center. Applications may be submitted at any time after completion and are due on February 15<sup>th</sup> by 3:00 p.m. in the WHS Guidance Center.
- Teacher recommendations will be solicited from WHS teachers who have ninth- and tenth-grade students in their courses in order to identify and encourage every eligible

student to participate. Particular attention will be given to students who are excelling or are invested in CP pathway courses.

Ninth- and tenth-grade students at WHS, at other schools within the SLCSO, and at private and other public schools outside the SLCSO:

- May apply directly to the WHS International Baccalaureate (IB) Program, without specifying Diploma Program (DP) or Career Program (CP) on their application.
- A team of educators, including the IB Coordinator and IB Counselors, evaluate applications and identify students for the program based on prior and current grades, current course enrollment, paragraphs written by the student and parents, and student interest and engagement.
- Applications are reviewed in mid-November, mid-December, mid-January, and mid-February, and notifications are sent to parents by U.S. mail and by email by the end of the month. Parents of students who apply late will receive notification within forty-five days.
- Applicants receive one of three responses:
  - the student has been accepted and given information about enrollment;
  - the student has been accepted and placed on probation, which indicates that IB Counselors will be evaluating and supporting their academic success upon enrollment;
  - the student has not been accepted to the IB Program.

Students who have not been accepted to the IB Program are encouraged to schedule an interview with the IB Coordinator to learn what part of their application raised questions about their candidacy, to improve grades by the end of ninth grade, and/or to take rigorous courses, after which they are encouraged to reapply to the IB Program. Tenth- and eleventh-grade students who might not be prepared to complete an IB Diploma or Career Certificate are encouraged to take IB courses, in which case they would be eligible to receive a course certificate.

## **Developing the IB Plan**

- All 10<sup>th</sup> grade students at West High School attend a mandatory Career and College Readiness Meeting with their counselor and parents. During this meeting the student will:
  - choose between the DP and CP with guidance from an IB Counselor
  - complete a plan that includes:
    - higher and standard level IB exams
    - required, sequential IB coursework based on the student's strengths and interests
    - core IB requirements
    - requirements for a Utah high school diploma from West High School and Salt Lake City School District.
  
- Students may make appointments with their counselors or IB Coordinator any time during the next two years to make adjustments if possible to the IB plan.

## **Philosophy of the Application**

West High School acknowledges that an application process may create barriers and reduce access to students; however, we believe there is value in having the students complete an application.

- Practice completing applications for all further education and employment steps
- Paper trail for management of IB students
- Shows parent understanding and acceptance of their student's participation in the IB Program
- Indicator of parents understanding of financial commitment and information commitment
- Provides insight regarding the student's previous educational experience for best course placement
- Provides insight to the student's strengths and interest for best guidance in elective coursework and West High School opportunities

To this end, we make every effort to continually educate students and families, particularly with the requirement for all of our students to complete an application in the PXP class during 9<sup>th</sup> grade, so that all students may understand and learn the value of the IB program and experience in their lives.