



LOUISENLUND

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IB Handbook Louisenlund

2019/2020



Mission Statement

Stiftung Louisenlund is committed to helping young people become independent, globally minded, and committed personalities capable of taking on responsibility for themselves and for others.

Living, learning, and achieving, Louisenlund's educational motto, defines itself through four guiding principles:

- Encouraging achievement; developing talent
- Preserving tradition; imparting values
- Living community; taking on responsibility
- Pursuing our vision; shaping our future

Acting responsibly, thinking creatively, meeting challenges with confidence, becoming as independent as possible, while at the same time remaining committed to the community- those are the expressed goals of our pedagogical work in Louisenlund.

Definition of Learning

Stiftung Louisenlund defines learning as a lifelong process of growth and discovery, encompassing the acquisition of knowledge and skills, the fostering of creativity, and the formation of character and personality. Learning is grounded in a cycle of inquiry, action, and reflection, which awakens an individual's curiosity, activates and stimulates cognition, and broadens knowledge and competencies.

Involving the whole person, such competencies include, not only critical thinking and research skills, but also physical, social, communication, and self-management skills. Though occurring on an individual level and grounded in personal experience, effective learning takes place within the community and through a variety of collaborative processes. It entails both the development of conceptual understanding, applicable in a variety of contexts, and key skills which enable the individual to become an internationally-minded, caring, and balanced member of society.

Fundamental aspects of the learning process involve pursuing and achieving goals through persistent hard work, making use of one's potential, and taking on responsibility, both for oneself and for others. Louisenlund recognizes and affirms the social and emotional dimension of learning as being equal to and inextricably linked with the individual's academic formation.

Using this Guide

Dear Student,

This is your practical guide to the IB Diploma Programme at Louisenlund. In here you will find what is expected of you as IB learners as well as guidelines and requirements for successful completion of the Diploma Programme. The handbook contains useful facts on the overall structure of the DP as well as detailed information on the individual courses you are taking. Additionally, the appendix contains the school's language, assessment, and academic honesty policies, with which you must be familiar and are expected to uphold and abide by.

We are delighted to have you as a part of the Louisenlund community and wish you much enjoyment and success in your studies.

Sincerely yours,

Dr. Peter Rösner, Headmaster
Ian Tame, Head of TOK
Kristin Esdale, EE Coordinator

Damien Vassallo, Principal IB World School
& Diploma Programme Coordinator
Petra Hau, CAS Coordinator & Vice Principal
IB World School

Louisenlund, 1st August 2019

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Educational Philosophy

Each student is unique and talented.

Education in Louisenlund combines intensive study, being proactive and having fun. Our small classes enable us to awaken intellectual curiosity and develop individual talents.

The pristine nature that surrounds our campus, here in the North of Germany on the banks of the Schlei, provide an ideal environment for living and learning together.

Students at our school have a choice between the German Abitur and the worldwide accredited International Baccalaureate Diploma Programme, which offers students the best preconditions for an academic career in Germany and abroad.

Within a strong community, the promotion of a student's individual and personal development, as well as preparation for professional life in a globalized world are maxims at our school.

With its high academic standards, the IB Diploma Programme aims to support inquisitive, knowledgeable and socially committed young people in overcoming intercultural borders and campaigning for a global coexistence in the spirit of international understanding.

The International Baccalaureate Diploma Programme

Established in the late 1960s, with its first full year of operation in 1970, the Diploma Programme was originally designed to cater for the educational needs of globally mobile students in international schools. It was developed as a deliberate compromise between the specialization required in some national systems and the breadth preferred in others, without bias towards any particular national system.

The general objectives of the IBO were to provide students with a balanced education, to facilitate geographic and cultural mobility, and to promote international understanding through a shared academic experience. From its inception, the development of the IB Diploma Programme was based on three fundamental principles:

- the need for a broad general education, establishing the basic knowledge and critical thinking skills necessary for further study
- the importance of developing international understanding and citizenship for a more peaceful, productive future
- the need for flexibility of choice among the subjects to be studied, within a balanced framework, so that the students options could correspond as far as possible to their particular interests and capacities.

A World Recognized Qualification

In the years since its founding, the Diploma Programme has become a leading, internationally recognized pre-university qualification. Now it is a symbol of academic excellence worldwide.

The student who satisfies its demands demonstrates a strong commitment to learning, both in terms of

the mastery of subject content and in the development of a wide range of skills. He or she is also encouraged to appreciate the universal value of human diversity and its legitimate boundaries, while at the same time understanding the common humanity that we all share.

While each component of the Diploma Programme has specific aims and assessment objectives, the distinctive aims of the programme as a whole are to:

- provide an internationally accepted qualification for entry into higher education
- promote international understanding
- educate the whole person, emphasizing intellectual, personal, emotional and social growth
- develop inquiry and thinking skills, and the capacity to reflect upon and to evaluate actions critically.

The IB Learner Profile

A singular capacity for invigorating campus life

Informed by the International Baccalaureate (IB) mission to develop active, compassionate and lifelong learners, the IB programmes foster a distinctive set of attributes. These qualities – embodied in the IB learner profile – prepare IB students to make exceptional contributions on campus.

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. University faculties regularly note IB students' passion for discovery.

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. IB students are extraordinarily well prepared for the academic requirements of university coursework.

Thinkers. They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions. IB students contribute to discussions in a meaningful way. They do not shy away from challenging questions and, once they know the answer, follow up by asking “why?”

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. IB students regularly deliver stimulating presentations and drive excellence in group assignments.

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. IB students are infused with the academic integrity that is a fundamental value of universities and colleges.

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. IB students have a deep understanding of various cultures and views, bringing an appreciation of new views to both their academic study and their involvement in local and wider communities. Their international

mindedness complements the missions of the best tertiary institutions.

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. IB students tell us they bring this commitment to community and others to their activities and leadership roles at university and carry it throughout their lives.

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. IB students transition well to challenging university settings and show resilience and determination in their work. In academics, they have the confidence to approach new or unfamiliar subjects or material.

Balanced. They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others. IB students are active participants in a wide range of aspects of campus life, as well as focusing on their academic development.

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 students have developed an ability to reflect on their learning and to articulate how they learnt. They have learned that critical reflection is an important academic and life skill.

The IB in Louisenlund

Lousienlund is proud to offer the IB Diploma Programme. In Louisenlund you will be part of a very special, lively and diverse community. One of the only boarding schools in Germany recognized as an IB World School, Louisenlund provides a unique and optimal atmosphere to prepare students for success in the IB. In Louisenlund, DP boarding students live and learn together and have the opportunity to make friends with students in the German system. As a German school with an established and proud tradition, we are rooted in the local community and region and recognized far beyond our campus boundaries. Our day students, who hail from the surrounding local communities and help to link us to the region, are well-integrated into campus life and participate in the wide range of extracurriculars which constitute our exceptional CAS programme. Our faculty and staff are dedicated and committed individuals who take an active interest in each individual student's development and well-being. Each of our Diploma Programme teachers is passionate about his or her subject and enthusiastic about education and the IB. Teachers are approachable, readily available and eager to assist and support students inside and outside of the classroom. All students at Louisenlund are assigned a faculty mentor who track the students' progress and advise them to optimize their academic development and achievement. Our Pre-IB programme (Grade 10) aims to prepare students both for the IB Diploma Programme and the German secondary education system, leaving the door open for students to select either the English or the German branch at the end of grade 10.

Subject Offerings at Louisenlund

Group 1: Studies in Language and Literature

English A: Language and Literature (HL & SL)
German A: Language and Literature (HL & SL)
German A: Literature (HL & SL)
Chinese A: Literature self-taught (SL)

Group 3: Individuals & Societies

Business Management (HL & SL)
Economics (HL & SL)
Global Politics (HL & SL)
History (HL & SL)

Group 5: Mathematics

Analysis and Approaches (HL & SL)
Applications and Interpretations (SL)

Group 2: Language Acquisition

English B (HL & SL)
German B (HL & SL)

Group 4: Sciences

Biology (HL & SL)
Chemistry (HL & SL)
Physics (HL & SL)

Group 6: The Arts

Visual Arts

Breadth and Depth of Study in Subject Groups 1-6

Group 1: Studies in Language and Literature

As part of the Diploma Programme (DP), students take at least one subject from studies in language and literature. Taking two studies in language and literature subjects in different languages is one way of obtaining a bilingual diploma.

The courses offer a broad range of texts, and students grow to appreciate a language's complexity, wealth and subtleties in a variety of contexts. Students take their studies in a language in which they are academically competent.

Louisenlund's IB Diploma Programme is growing and we as a school are certainly opening our doors to a more international community. As a result of our efforts, we are offering Spanish, Russian and French, apart from English or German. For those students at Louisenlund who consider one of these to be their first language, they have the opportunity to study that language as a standard level self-taught subject. Students whose first language is Chinese may now enroll in Chinese A: Literature (SL) as a regular course.

Through each course, students are able to develop:

- a personal appreciation of language and literature
- skills in literary criticism using a range of texts from different periods, styles and genres
- an understanding of the formal, stylistic and aesthetic qualities of texts
- strong powers of expression, both written and oral
- an appreciation of cultural differences in perspective
- an understanding of how language challenges and sustains ways of thinking.

Through studies in language and literature, the DP aims to develop a student's lifelong interest in language and literature, and a love for the elegance and richness of human expression.

Group 2: Language Acquisition

It is a requirement of the programme that students taking only one language from group 1 also take at least one subject from group 2.

The main emphasis of the modern language courses is on the acquisition and use of language in a range of contexts and for different purposes while, at the same time, promoting an understanding of another culture through the study of its language.

Three subjects are available to accommodate students' interest in and previous experience of language study. The first two subjects are offered in a number of languages.

Group 3: Individuals and Societies

Students are required to choose one subject from each of the six academic areas, including one from Individuals and societies. They can choose a second subject from each academic area except the arts.

Studying any one of these subjects provides for the development of a critical appreciation of:

- human experience and behaviour
- the varieties of physical, economic and social environments that people inhabit
- the history of social and cultural institutions.

In addition, each subject is designed to foster in students the capacity to identify, to analyse critically and to evaluate theories, concepts and arguments relating to the nature and activities of individuals and societies.

Group 4: Sciences

It is a requirement of the programme that students study at least one subject from group 4.

Students explore the concepts, theories, models and techniques that underpin each subject area and through these develop their understanding of the scientific method.

A compulsory project encourages students to appreciate the environmental, social and ethical implications of science. This exercise is collaborative and interdisciplinary and provides an opportunity for students to explore scientific solutions to global questions.

Group 5: Mathematics

It is a requirement of the programme that students study at least one course in mathematics.

These courses serve to accommodate the range of needs, interests and abilities of students, and to fulfill the requirements of various university and career aspirations.

The aims of these courses are to enable students to:

- develop mathematical knowledge, concepts and principles
- develop logical, critical and creative thinking
- employ and refine their powers of abstraction and generalization.

Students are also encouraged to appreciate the international dimensions of mathematics and the multiplicity of its cultural and historical perspectives.

Group 6: The Arts

Students choose courses from the following subject groups: studies in language and literature; language acquisition; individuals and societies; sciences; mathematics; and the arts.

Students may opt to study an additional sciences, individuals and societies, or languages course, instead of a course in the arts.

The subjects in the arts allow a high degree of adaptability to different cultural contexts. The emphasis is on creativity in the context of disciplined, practical research into the relevant genres.

In addition, each subject is designed to foster critical, reflective and informed practice, help students understand the dynamic and changing nature of the arts, explore the diversity of arts across time, place and cultures, and express themselves with confidence and competence.

IB Model Core (TOK, CAS, EE)

Theory of Knowledge

The Theory of Knowledge (TOK) requirement is central to the educational philosophy of the Diploma Programme. It offers students and their teachers the opportunity to reflect critically on diverse ways of knowing and on areas of knowledge, and to consider the role and nature of knowledge in their own culture, in the cultures of others and in the wider world. It prompts students awareness of themselves as thinkers, encouraging them to become more acquainted with the complexity of knowledge and to recognize the need to act responsibly in an increasingly interconnected but uncertain world.

As a thoughtful and purposeful inquiry into different ways of knowing, and into different kinds of knowledge, TOK is composed almost entirely of questions. The most central of these questions is “How do we know?”

The critical reflection encouraged in students is a foundation for developing international awareness. All subjects around the core aim to encourage in all students an appreciation and understanding of cultures and attitudes other than their own, but in this particular respect, TOK has a special role to play.

It is a stated aim of TOK that students should become aware of the interpretative nature of knowledge, including personal and ideological biases, regardless of whether, ultimately, these biases are retained, revised or rejected. Students are required to demonstrate an awareness of the values and the limitations of their individual outlook, and of the views common to the communities and cultures to which they belong. In coming to understand the strengths and limitations of their own and others cultural perspectives, students are better able to evaluate their own views and their own level of intercultural

understanding.

TOK also has an important role to play in providing coherence within the IB Diploma Programme. Exploration of the nature of knowledge in TOK transcends and links academic subject areas, demonstrating for students the ways in which they can apply their own knowledge with greater awareness and credibility.

The Extended Essay

The extended essay is a required component of the International Baccalaureate Diploma Programme. It is an independent, self-directed piece of research, finishing with a 4,000-word paper.

The extended essay provides:

- practical preparation for undergraduate research
- an opportunity for students to investigate a topic of special interest to them, which is also related to one of the student's six DP subjects.

Through the research process for the extended essay, students develop skills in:

- formulating an appropriate research question
- engaging in a personal exploration of the topic
- communicating ideas
- developing an argument.

Participation in this process develops the capacity to analyse, synthesize and evaluate knowledge. Students are supported throughout the process of researching and writing the extended essay, with advice and guidance from a supervisor who is usually a teacher at the school.

The IB recommends that students follow the completion of the written essay with a short, concluding interview with their supervisor. This is known as *viva voce*.

The extended essay and interview can be a valuable stimulus for discussion in countries where interviews are required prior to acceptance for employment or for a place at university.

All extended essays are externally assessed by examiners appointed by the IB. They are marked on a scale from 0 to 34.

The score a student receives relates to a band. The bands are:

- A – work of an excellent standard.
- B – work of a good standard.
- C – work of a satisfactory standard.
- D – work of a mediocre standard.
- E – work of an elementary standard.

Our extended essay coordinator, Ms. Kristin Esdale offers regular workshops on the extended essay and is available to assist students in the process of research and drafting the EE. For more information please feel free to contact Ms. Esdale at kristin.esdale@louisenlund.de.

Creativity, Activity, Service

Creativity, activity, service (CAS) is a framework for experiential learning and reflection about that

learning. This process of application and reflection provides an opportunity to extend what is learned in the classroom and, in turn, for the CAS experience to have an impact on classroom learning.

CAS is intended to provide experiences for students to develop self-confidence and empathy, and a willingness to help others. They may directly confront or indirectly engage in work on global problems, or work directly with other people at a local level, developing their capacity to function collaboratively and effectively with others.

The IBOs aim of educating the whole person comes alive in a practical and demonstrable way through CAS, when students are involved in the community, whether at a local, national or international level. The three elements of CAS are mutually reinforcing. Together, they enable students to recognize that there are many opportunities to learn about life, self and others, and to inspire confidence, determination and commitment. Creative and physical activities are particularly important for adolescents and they offer many favorable situations for involvement and enjoyment at a time that is for many young people stress-ful and uncertain. The service element of CAS is perhaps the most significant of the three, in terms of the development of respect for others, responsibility and empathy.

Louisenlund is particularly proud of it's rich and fulfilling Guild programme. With almost 50 various activities, clubs, sports and service groups to choose from, all IB students complete their CAS requirements effortlessly. The spirit of CAS is imbedded in the very fiber of the school ethos.

For more information about CAS in Louisenlund please contact the CAS Coordinator, Petra Hau at petra.hau@louisenlund.de.

Assessment

Assessment of student performance within the IB Diploma Programme takes a wide variety of forms: the overall assessment structure for each subject ensures that student performance is measured in relation to all the objectives for that subject. Typical subject objectives include some that refer to knowledge and understanding of subject content, and also many that refer to particular types of skills relevant to the subject.

For example, an ability to engage in independent literary criticism, to analyze, evaluate and integrate source material, to construct scientific hypotheses and evaluate scientific methods, to make inductive generalizations and to produce works of art with imagination and creativity, all relate to the objectives for particular subjects. It is clear that a wide variety of approaches to assessment is needed to provide students with suitable contexts in which to demonstrate their capabilities.

In nearly all Diploma Programme subjects, at least some of the assessment is carried out within the school by teachers, who mark individual pieces of work produced as part of the course of study. The kind of work that is internally assessed includes oral exercises in the language subjects, projects, student portfolios, class presentations, practical laboratory work in the sciences and mathematical explorations. The principal aim of conducting internal assessment is to evaluate student achievement against those objectives that do not lend themselves to external written examinations or tests. Internal assessment also gives teachers, who know their students work very well, a significant input into the overall assessment process.

Some assessment tasks are conducted and overseen by teachers, but are then marked by examiners outside the school. These tasks are carried out by students at a time mutually convenient to them and to the school's schedule, and without the restrictions of external examination conditions. They generally involve the production of a substantial piece of writing that has been researched and developed over a period of time. Such assessment tasks include a higher level essay for language A, essays for Theory of Knowledge, and extended essays. The role of the teacher in assessing these pieces of work is less significant than it is for internally assessed tasks: all such pieces of work are sent to external examiners to maximize objectivity in the marking. In visual arts, the studio exhibition is photographed and submitted to external examiners for assessment.

The use of identical examination papers across the world for each subject ensures a strong element of parity of assessment for the IB Diploma Programme, reinforcing its coherence. Examinations are taken by diploma candidates at the end of the two-year course of study.

All examination papers are taken by candidates under the strict conditions prescribed by the IBO, with a fixed time limit, in the absence of any external resource or communication with other candidates, and with no prior knowledge of the questions.

The nature of the examination questions varies considerably from paper to paper and from subject to subject. Objective tests comprising a set of multiple choice questions are used in some subjects, but short answer questions, structured questions, extended response questions, essay questions, data analysis questions, text analysis questions and case study questions are all used where appropriate. This variety of question types allows for a greater number of subject objectives to be assessed.

Examination sessions are held in May each year, with results published in early July. Between the sitting of examinations and the release of results, all the external marking is completed, culminating in grade award meetings for each subject, to determine the final subject grades.

Assessment in the Diploma Programme is criterion related, which means that each student's final subject result is determined by the level of their performance as measured against a set of criteria. These criteria describe the level of achievement expected for the award of each grade. Final subject results are not determined by norm-referencing, nor by awarding fixed percentages of each grade to the overall distribution of candidates. Each subject is graded on a scale from one point (the lowest) to seven points (the highest).

Each diploma student takes six subjects, most taking three at higher level and three at standard level. In addition, there is a maximum of three points available for combined performance in the extended essay and Theory of Knowledge.

Thus, the maximum possible score is 45 points. The minimum score needed to gain the diploma is 24 points, provided that certain additional conditions are met. These conditions, which relate to the distribution of points across the different subjects, are explained below.

For more information please refer to the School Assessment Policy in the appendix.

Course Overviews

GROUP 1: STUDIES IN LANGUAGE AND LITERATURE

Language A: Literature (HL & SL)
German, Chinese self-taught (SL)

Course description

The IB Diploma Programme language A: literature course develops understanding of the techniques involved in literary criticism and promotes the ability to form independent literary judgments. In language A: literature, the formal analysis of texts and wide coverage of a variety of literature — both in the language of the subject and in translated texts from other cultural domains — is combined with a study of the way literary conventions shape responses to texts. Students completing this course will have a thorough knowledge of a range of texts and an understanding of other cultural perspectives. They will also have effectively developed skills of analysis and the ability to support of an argument in clearly expressed writing, sometimes at significant length. The course will enable them to succeed in a wide range of university courses, particularly in literature but also in subjects such as philosophy, law and language. All group 1 courses are suitable for students experienced in using a language in an academic context. It is also recognized that students have language backgrounds that vary significantly. For one student the target language may be his or her only proficient language; another student may have a complex language profile and competence in more than one language. While students in the group 1 courses will undergo significant development in their ability to use language for a range of purposes, these are not language-acquisition courses. In group 1, it is assumed that students are highly competent in the target language, whether or not it is their mother tongue. The aims of the language A: literature course at both higher and standard levels are to:

- engage with a range of texts, in a variety of media and forms, from different periods, styles, and cultures
- develop skills in listening, speaking, reading, writing, viewing, presenting and performing
- develop skills in interpretation, analysis and evaluation
- develop sensitivity to the formal and aesthetic qualities of texts and an appreciation of how they contribute to diverse responses and open up multiple meanings
- develop an understanding of relationships between texts and a variety of perspectives, cultural contexts, and local and global issues, and an appreciation of how they contribute to diverse responses and open up multiple meanings
- develop an understanding of the relationships between studies in language and literature and other disciplines
- communicate and collaborate in a confident and creative way
- foster a lifelong interest in and enjoyment of language and literature.

Self-taught Language Chinese (SL)

Students whose native language is neither German nor English may also enrol in the language A: literature self-taught course at Standard Level. This is a self-guided course for students who have demonstrated comfort and ability levels reading and analysing literature in their native language. Coaching will be provided by a qualified language teacher two lessons per week. Special permission must be sought from the IB DP Coordinator and the Director of Studies before enrolling in a self-study course.

Assessment

Standard Level / Higher Level

External Assessment 70% / External Assessment 80%

Paper 1: Guided literary analysis 35% / Paper 1: Guided literary analysis 35%

Paper 2: Comparative essay 35% / Paper 2: Comparative essay 25%

Higher Level Essay 20% (HL only)

Internal Assessment 30% / Internal Assessment 20%

Individual oral 30% / Individual oral 20%

GROUP 1: STUDIES IN LANGUAGE AND LITERATURE

Language A: Language and Literature (HL & SL) English, German

Course description

The language A: language and literature course aims to develop skills of textual analysis and the understanding that texts, both literary and non-literary, can relate to culturally determined reading practices. The course also encourages students to question the meaning generated by language and texts. An understanding of the ways in which formal elements are used to create meaning in a text is combined with an exploration of how that meaning is affected by reading practices that are culturally defined and by the circumstances of production and reception. The study of literature in translation from other cultures is especially important to IB DP students because it contributes to a global perspective. Texts are chosen from a variety of sources, genres and media. The aims of language A: language and literature higher level courses are to:

- engage with a range of texts, in a variety of media and forms, from different periods, styles, and cultures
- develop skills in listening, speaking, reading, writing, viewing, presenting and performing
- develop skills in interpretation, analysis and evaluation
- develop sensitivity to the formal and aesthetic qualities of texts and an appreciation of how they contribute to diverse responses and open up multiple meanings
- develop an understanding of relationships between texts and a variety of perspectives, cultural contexts, and local and global issues and an appreciation of how they contribute to diverse responses and open up multiple meanings
- develop an understanding of the relationships between studies in language and literature and other disciplines
- communicate and collaborate in a confident and creative way
- foster a lifelong interest in and enjoyment of language and literature.

Assessment

Standard Level / Higher Level

External Assessment 70% / External Assessment 80%

Paper 1: Guided literary analysis 35% / Paper 1: Guided literary analysis 35%

Paper 2: Comparative essay 35% / Paper 2: Comparative essay 25%

Higher Level Essay 20% (HL only)

Internal Assessment 30% / Internal Assessment 20%

Individual oral 30% / Individual oral 20%

GROUP 2: LANGUAGE ACQUISITION

Language B (HL & SL) English, German

Course Description

In the language B course, students develop the ability to communicate in the target language through the study of language, themes and texts. In doing so, they also develop conceptual understandings of how language works. Communication is evidenced through receptive, productive and interactive skills across a range of contexts and purposes that are appropriate to the level of the course. The study of language requires careful attention to forms, structures, functions and conceptual understandings of language. Knowledge of vocabulary and grammar — the what of language — is reinforced and extended by understanding the why and how of language: audience, context, purpose, meaning. Students expand the range of their communication skills by understanding and producing a wide variety of oral and written texts for audiences, contexts and purposes associated with academic and personal interests. For the development of receptive skills, language B students must study authentic texts that explore the culture(s) of the target language. In addition, the study of two literary works is required at HL. A key aim of the language B course is to develop international-mindedness through the study of language, culture, and ideas and issues of global significance. Explicit links to TOK strengthen the ability to communicate in the target language by increasing students' self-awareness as inquirers in their own language learning process. As appropriate to the level of the course, communication skills are reinforced through the other categories of approaches to learning skills: thinking, research, social and self-management skills.

Assessment

Higher Level / Standard Level

External Assessment 75% / External Assessment 75%

Paper 1: Receptive skills 25% / Paper 1: Receptive skills 25%

Paper 2: Written productive skills 50% / Paper 2: Written productive skills 50%

Internal Assessment

Individual oral 25% / Individual oral 25%

GROUP 3: INDIVIDUALS AND SOCIETIES

Business management (HL & SL)

Course Description

Business management is a rigorous, challenging and dynamic discipline in the individuals and societies subject group. The role of businesses, as distinct from other organizations and actors in a society, is to produce and sell goods and services that meet human needs and wants by organizing resources. Profit-making, risk-taking and operating in a competitive environment characterize most business organizations. Although business management shares many skills and areas of knowledge with other humanities and social sciences, it is distinct in a number of ways. For example business management is the study of decision-making within an organization, whereas economics is the study of scarcity and resource allocation, both on micro and macro levels. Business management examines the use of information technology in business contexts, whereas information technology in a global society (ITGS) critically examines its impact on other fields, such as health and government. Business management studies business functions, management processes and decision-making in contemporary contexts of strategic uncertainty. It examines how business decisions are influenced by factors internal and external to an organization, and how these decisions impact upon its stakeholders, both internally and externally. Business management also explores how individuals and groups interact within an organization, how

they may be successfully managed and how they can ethically optimize the use of resources in a world with increasing scarcity and concern for sustainability. Business management is, therefore, perfectly placed within the individuals and societies subject area: aiming to develop in students an appreciation both for our individuality and our collective purposes.

The Diploma Programme business management course is designed to develop students' knowledge and understanding of business management theories, as well as their ability to apply a range of tools and techniques. Students learn to analyse, discuss and evaluate business activities at local, national and international levels. The course covers a range of organizations from all sectors, as well as the sociocultural and economic contexts in which those organizations operate. Emphasis is placed on strategic decisionmaking and the operational business functions of human resource management, finance and accounts, marketing and operations management. Links between the topics are central to the course, as this integration promotes a holistic overview of business management. Through the exploration of six concepts underpinning the subject (change, culture, ethics, globalization, innovation and strategy), the business management course allows students to develop their understanding of interdisciplinary concepts from a business management perspective. The course encourages the appreciation of ethical concerns, as well as issues of corporate social responsibility (CSR), at both a local and global level. Through the study of topics such as human resource management, organizational growth and business strategy, the course aims to develop transferable skills relevant to today's students. These include the ability to: think critically; make ethically sound and well-informed decisions; appreciate the pace, nature and significance of change; think strategically; and undertake long term planning, analysis and evaluation. The course also develops subject-specific skills, such as financial analysis.

Assessment

Standard Level / Higher Level

External Assessment 75%

Paper 1: Case study 35% / Paper 1: Case study 35%

Paper 2: Syllabus units 1-5 40% / Paper 2: Syllabus units 1-5 & HL extension 40%

Internal Assessment 25%

Written commentary 25% / Research project 25%

GROUP 3: INDIVIDUALS AND SOCIETIES

Economics (HL & SL)

Course Description

Economics is a dynamic social science, forming part of group 3 – individuals and societies. The study of economics is essentially about dealing with scarcity, resource allocation and the methods and processes by which choices are made in the satisfaction of human wants. As a social science, economics uses scientific methodologies that include quantitative and qualitative elements.

The IB Diploma Programme economics course emphasizes the economic theories of microeconomics, which deal with economic variables affecting individuals, firms and markets, and the economic theories of macroeconomics, which deal with economic variables affecting countries, governments and societies. These economic theories are not studied in a vacuum; rather, they are applied to real-world issues. Prominent among these issues are fluctuations in economic activity, international trade, economic development and environmental sustainability. The ethical dimensions involved in the application of economic theories and policies permeate throughout the economics course as students are required to

consider and reflect on human end-goals and values. The economics course encourages students to develop international perspectives, fosters a concern for global issues, and raises students' awareness of their own responsibilities at a local, national and international level. The course also seeks to develop values and attitudes that will enable students to achieve a degree of personal commitment in trying to resolve these issues, appreciating our shared responsibility as citizens of an increasingly interdependent world.

Assessment

Standard Level / Higher Level

External Assessment 80%

Paper 1: Extended response 40% / Paper 1: Extended response 30%

Paper 2: Data response 40% / Paper 2: Data response 30% Paper 3: Extension paper 20% (HL only)

Internal Assessment 20%

Student portfolio 20% / Student portfolio 20%

GROUP 3: INDIVIDUALS AND SOCIETIES

Global politics (HL & SL)

Course Description

The twenty-first century is characterised by rapid change and increasing interconnectedness, impacting people in unprecedented ways and creating complex global political challenges. The study of global politics enables students to critically engage with new perspectives and approaches to politics, in order to better make sense of this changing world and their role in it as active citizens. Global politics is an exciting dynamic subject which draws on a variety of disciplines in the social sciences and humanities, reflecting the complex nature of many political issues.

The Diploma Programme global politics course explores fundamental political concepts such as power, rights, liberty and equality, in a range of contexts and at a variety of levels. It allows students to develop an understanding of the local, national, international and global dimensions of political activity, as well as allowing them the opportunity to explore political issues affecting their own lives. The course helps students to understand abstract political concepts by grounding them in real world examples and case studies. It also invites comparison between such examples and case studies to ensure a transnational perspective. The core units of the course together make up a central unifying theme of "people, power and politics." The emphasis on people reflects the fact that the course explores politics not only at a state level but also explores the function and impact of non-state actors, communities and individuals. The concept of power is also emphasised as being particularly crucial to understanding the dynamics and tensions of global politics. Throughout the course issues such as conflict or migration are explored through an explicitly political lens; politics providing a uniquely rich context in which to explore how people and power interact.

Assessment

Standard Level / Higher Level

External Assessment 75% / External Assessment 80%

Paper 1: Stimulus-based paper on core 30% / Paper 1: Stimulus-based paper on core 20% Paper 2:

Extended response on core 45% / Paper 2: Extended response on core 40%

Extension: oral presentation on case studies 20%

Internal Assessment 25% / Internal Assessment 20%

Engagement activity and report 25% / Engagement activity and report 20%

GROUP 3: INDIVIDUALS AND SOCIETIES

History (HL & SL)

Course Description

History is more than the study of the past. It is the process of recording, reconstructing and interpreting the past through the investigation of a variety of sources. It is a discipline that gives people an understanding of themselves and others in relation to the world, both past and present.

Students of history should learn how the discipline works. It is an exploratory subject that poses questions without providing definitive answers. In order to understand the past, students must engage with it both through exposure to primary historical sources and through the work of historians. Historical study involves both selection and interpretation of data and critical evaluation of it. Students of history should appreciate the relative nature of historical knowledge and understanding, as each generation reflects its own world and preoccupations and as more evidence emerges. A study of history both requires and develops an individual's understanding of, and empathy for, people living in other periods and contexts.

Diploma Programme history fosters an understanding of major historical events in a global context. It requires students to make comparisons between similar and dissimilar solutions to common human situations, whether they be political, economic or social. It invites comparisons between, but not judgments of, different cultures, political systems and national traditions. The content of the history course is intrinsically interesting and it is hoped that many students who follow it will become fascinated with the discipline, developing a lasting interest in it, whether or not they continue to study it formally. The international perspective in Diploma Programme history provides a sound platform for the promotion of international understanding and, inherently, the intercultural awareness necessary to prepare students for global citizenship. Above all, it helps to foster respect and understanding of people and events in a variety of cultures throughout the world.

Assessment

Standard Level / Higher Level

External Assessment 75% / External Assessment 80%

Paper 1: Structured questions 30% / Paper 1: Structured questions 20%

Paper 2: Extended response 45% / Paper 2: Extended response 25%

Paper 3: Extension paper 35%

Internal Assessment 25% / Internal Assessment 20%

Historical investigation 25% / Historical investigation 20%

GROUP 4: SCIENCES

Biology (HL & SL)

Course Description

Biology is the study of life. The first organisms appeared on the planet over 3 billion years ago and, through reproduction and natural selection, have given rise to the 8 million or so different species alive today. Estimates vary, but over the course of evolution 4 billion species could have been produced. Most of these flourished for a period of time and then became extinct as new and better adapted species took their place. There have been at least five periods when very large numbers of species became extinct and biologists are concerned that another mass extinction is under way, caused this time by human activity. Nonetheless, there are more species alive on Earth today than ever before. This diversity makes biology both an endless source of fascination and a considerable challenge. An interest in life is natural

for humans; not only are we living organisms ourselves, but we depend on many species for our survival, are threatened by some and co-exist with many more. From the earliest cave paintings to the modern wildlife documentary, this interest is as obvious as it is ubiquitous, as biology continues to fascinate young and old all over the world. The word “biology” was coined by German naturalist Gottfried Reinhold in 1802 but our understanding of living organisms only started to grow rapidly with the advent of techniques and technologies developed in the 18th and 19th centuries, not least the invention of the microscope and the realization that natural selection is the process that has driven the evolution of life. Biologists attempt to understand the living world at all levels using many different approaches and techniques. At one end of the scale is the cell, its molecular construction and complex metabolic reactions. At the other end of the scale biologists investigate the interactions that make whole ecosystems function. Many areas of research in biology are extremely challenging and many discoveries remain to be made. Biology is still a young science and great progress is expected in the 21st century. This progress is sorely needed at a time when the growing human population is placing ever greater pressure on food supplies and on the habitats of other species, and is threatening the very planet we occupy.

Assessment

Standard Level / Higher Level

External Assessment 80% / External Assessment 80%

Paper 1: Multiple-choice questions 20% / Paper 1: Multiple-choice questions 20%

Paper 2: Data-based; short-answer 40% / Paper 2: Data-based; short-answer 36%

Paper 3: Short-answer; extended response 20% / Paper 3: Short-answer; extended response 24%

Internal Practical Assessment 20% / Internal Practical Assessment 20%

Group 4 Project

The Group 4 Project is compulsory for all group 4 students and takes place at the beginning of the academic year in IB1. As completion of this component is mandatory, all students must ensure that they will be present on the days of the project. Failure to complete this component of the course will result in an automatic failure of the group 4 subject, and consequently, the IB Diploma or DP course.

GROUP 4: SCIENCES

Chemistry (HL & SL)

Course Description

Chemistry is an experimental science that combines academic study with the acquisition of practical and investigational skills. It is often called the central science, as chemical principles underpin both the physical environment in which we live and all biological systems. Apart from being a subject worthy of study in its own right, chemistry is a prerequisite for many other courses in higher education, such as medicine, biological science and environmental science, and serves as useful preparation for employment. Earth, water, air and fire are often said to be the four classical elements. They have connections with Hinduism and Buddhism. The Greek philosopher Plato was the first to call these entities elements. The study of chemistry has changed dramatically from its origins in the early days of alchemists, who had as their quest the transmutation of common metals into gold. Although today alchemists are not regarded as being true scientists, modern chemistry has the study of alchemy at its roots. Alchemists were among the first to develop strict experimentation processes and laboratory techniques. Robert Boyle, often credited with being the father of modern chemistry, began experimenting as an alchemist. Despite the exciting and extraordinary development of ideas throughout the history of chemistry, certain things have remained unchanged. Observations remain essential at the very core of chemistry, and this sometimes requires decisions about what to look for. The scientific processes carried out by the most eminent scientists in the past are the same ones followed by working chemists today and, crucially, are also

accessible to students in schools. The body of scientific knowledge has grown in size and complexity, and the tools and skills of theoretical and experimental chemistry have become so specialized, that it is difficult (if not impossible) to be highly proficient in both areas. While students should be aware of this, they should also know that the free and rapid interplay of theoretical ideas and experimental results in the public scientific literature maintains the crucial link between these fields.

The Diploma Programme chemistry course includes the essential principles of the subject but also, through selection of an option, allows teachers some flexibility to tailor the course to meet the needs of their students. The course is available at both standard level (SL) and higher level (HL), and therefore accommodates students who wish to study chemistry as their major subject in higher education and those who do not. At the school level both theory and experiments should be undertaken by all students. They should complement one another naturally, as they do in the wider scientific community. The Diploma Programme chemistry course allows students to develop traditional practical skills and techniques and to increase facility in the use of mathematics, which is the language of science. It also allows students to develop interpersonal skills, and digital technology skills, which are essential in 21st century scientific endeavours and are important life-enhancing, transferable skills in their own right.

Assessment

Standard Level / Higher Level

External Assessment 80% / External Assessment 80%

Paper 1: Multiple-choice questions 20% / Paper 1: Multiple-choice questions 20%

Paper 2: Short-answer; extended response 40% / Paper 2: Short-answer; extended response 36%

Paper 3: Data-based; extended response 20% / Paper 3: Data-based; extended response 24%

Internal Practical Assessment 20% / Internal Practical Assessment 20%

Group 4 Project

The Group 4 Project is compulsory for all group 4 students and takes place at the beginning of the academic year in IB1. As completion of this component is mandatory, all students must ensure that they will be present on the days of the project. Failure to complete this component of the course will result in an automatic failure of the group 4 subject, and consequently, the IB Diploma or DP course.

GROUP 4: SCIENCES

Physics (HL & SL)

Course Description

Physics is the most fundamental of the experimental sciences, as it seeks to explain the universe itself from the very smallest particles – currently accepted as quarks, which may be truly fundamental – to the vast distances between galaxies. The scientific processes carried out by the most eminent scientists in the past are the same ones followed by working physicists today and, crucially, are also accessible to students in schools. Early in the development of science, physicists were both theoreticians and experimenters (natural philosophers). The body of scientific knowledge has grown in size and complexity, and the tools and skills of theoretical and experimental physicists have become so specialized that it is difficult (if not impossible) to be highly proficient in both areas. While students should be aware of this, they should also know that the free and rapid interplay between theoretical ideas and experimental results in the public scientific literature maintains the crucial links between these fields. At the school level both theory and experiments should be undertaken by all students. They should complement one another naturally, as they do in the wider scientific community.

The Diploma Programme physics course allows students to develop traditional practical skills and

techniques and increase their abilities in the use of mathematics, which is the language of physics. It also allows students to develop interpersonal and digital communication skills which are essential in modern scientific endeavours and are important life-enhancing, transferable skills in their own right. Alongside the growth in our understanding of the natural world, perhaps the more obvious and relevant result of physics to most of our students is our ability to change the world. This is the technological side of physics, in which physical principles have been applied to construct and alter the material world to suit our needs, and have had a profound influence on the daily lives of all human beings. This raises the issue of the impact of physics on society, the moral and ethical dilemmas, and the social, economic and environmental implications of the work of physicists. These concerns have become more prominent as our power over the environment has grown, particularly among young people, for whom the importance of the responsibility of physicists for their own actions is self-evident.

The Diploma Programme physics course includes the essential principles of the subject but also, through selection of an option, allows teachers some flexibility to tailor the course to meet the needs of their students. The course is available at both SL and HL, and therefore accommodates students who wish to study physics as their major subject in higher education and those who do not.

Assessment

Standard Level / Higher Level

External Assessment 80% / External Assessment 80%

Paper 1: Multiple-choice questions 20% / Paper 1: Multiple-choice questions 20%

Paper 2: Short-answer; extended response 40% / Paper 2: Short-answer; extended response 36%

Paper 3: Data-based; extended response 20% / Paper 3: Data-based; extended response 24%

Internal Practical Assessment 20% / Internal Practical Assessment 20%

Group 4 Project

The Group 4 Project is compulsory for all group 4 students and takes place at the beginning of the academic year in IB1. As completion of this component is mandatory, all students must ensure that they will be present on the days of the project. Failure to complete this component of the course will result in an automatic failure of the group 4 subject, and consequently, the IB Diploma or DP course.

GROUP 5: MATHEMATICS

Mathematics: Analysis and Approaches (HL & SL)

Course Description

The IB DP Mathematics: analysis and approaches course recognizes the need for analytical expertise in a world where innovation is increasingly dependent on a deep understanding of mathematics. The focus is on developing important mathematical concepts in a comprehensible, coherent and rigorous way, achieved by a carefully balanced approach. Students are encouraged to apply their mathematical knowledge to solve abstract problems as well as those set in a variety of meaningful contexts.

Mathematics: analysis and approaches has a strong emphasis on the ability to construct, communicate and justify correct mathematical arguments. Students should expect to develop insight into mathematical form and structure, and should be intellectually equipped to appreciate the links between concepts in different topic areas. Students are also encouraged to develop the skills needed to continue their mathematical growth in other learning environments. The internally assessed exploration allows students to develop independence in mathematical learning. Throughout the course students are encouraged to take a considered approach to various mathematical activities and to explore different mathematical ideas. The aims of all DP mathematics courses are to enable students to develop a curiosity and enjoyment of mathematics, and appreciate its elegance and power develop an understanding of the concepts, principles and nature of mathematics communicate mathematics clearly,

concisely and confidently in a variety of contexts, develop logical and creative thinking, and patience and persistence in problem solving to instill confidence in using mathematics employ and refine their powers of abstraction and generalization take action to apply and transfer skills to alternative situations, to other areas of knowledge and to future developments in their local and global communities, appreciate how developments in technology and mathematics influence each other appreciate the moral, social and ethical questions arising from the work of mathematicians and the applications of mathematics, appreciate the universality of mathematics and its multicultural, inter-national and historical perspectives, appreciate the contribution of mathematics to other disciplines, and as a particular “area of knowledge” in the TOK course, develop the ability to reflect critically upon their own work and the work of others, and to independently and collaboratively extend their understanding of mathematics.

Course content includes:

- Number and algebra
- Functions
- Geometry and trigonometry
- Statistics and probability
- Calculus
- Development of investigational, problem-solving and modelling skills and the exploration of an area of mathematics

Assessment

Standard Level / Higher Level

External Assessment 80% / External Assessment 80%

Paper 1: Short-answer; extended response 40% / Paper 1: Short-answer; extended response 30%

Paper 2: Short-answer; extended response 40% / Paper 2: Short-answer; extended response 30%

Paper 3: Extended response 20% (HL only)

Internal Assessment 20% / Internal Assessment 20%

Exploration 20% / Exploration 20%

GROUP 5: MATHEMATICS

Mathematics: Applications and Interpretations (SL)

Course Description

The IB DP Mathematics: applications and interpretation course recognizes the increasing role that mathematics and technology play in a diverse range of fields in a data-rich world. As such, it emphasizes the meaning of mathematics in context by focusing on topics that are often used as applications or in mathematical modelling. To give this understanding a firm base, this course includes topics that are traditionally part of a pre-university mathematics course such as calculus and statistics. Students are encouraged to solve real-world problems, construct and communicate this mathematically and interpret the conclusions or generalizations. Students should expect to develop strong technology skills, and will be intellectually equipped to appreciate the links between the theoretical and the practical concepts in mathematics. All external assessments involve the use of technology. Students are also encouraged to develop the skills needed to continue their mathematical growth in other learning environments. The internally assessed exploration allows students to develop independence in mathematical learning. Throughout the course students are encouraged to take a considered approach to various mathematical activities and to explore different mathematical ideas. The aims of all DP mathematics courses are to enable students to: develop a curiosity and enjoyment of mathematics, and appreciate its elegance and power, develop an understanding of the concepts, principles and nature of mathematics,

communicate mathematics clearly, concisely and confidently in a variety of contexts, develop logical and creative thinking, and patience and persistence in problem solving to instill confidence in using mathematics, employ and refine their powers of abstraction and generalization, take action to apply and transfer skills to alternative situations, to other areas of knowledge and to future developments in their local and global communities, appreciate how developments in technology and mathematics influence each other, appreciate the moral, social and ethical questions arising from the work of mathematicians and the applications of mathematics, appreciate the universality of mathematics and its multicultural, inter-national and historical perspectives, appreciate the contribution of mathematics to other disciplines, and as a particular “area of knowledge” in the TOK course, develop the ability to reflect critically upon their own work and the work of others, and to independently and collaboratively extend their understanding of mathematics.

Course content includes:

- Number and algebra
- Functions
- Geometry and trigonometry
- Statistics and probability
- Calculus
- Development of investigational, problem-solving and modelling skills and the exploration of an area of mathematics

Assessment

Standard Level

External Assessment 80%

Paper 1: Short-answer 40%

Paper 2: Extended response 40%

Internal Assessment 20%

Exploration 20% / Exploration 20%

GROUP 6: THE ARTS

Visual arts (HL & SL)

Course Description

The visual arts are an integral part of everyday life, permeating all levels of human creativity, expression, communication and understanding. They range from traditional forms embedded in local and wider communities, societies and cultures, to the varied and divergent practices associated with new, emerging and contemporary forms of visual language. They may have socio-political impact as well as ritual, spiritual, decorative and functional value; they can be persuasive and subversive in some instances, enlightening and uplifting in others. We celebrate the visual arts not only in the way we create images and objects, but also in the way we appreciate, enjoy, respect and respond to the practices of art-making by others from around the world. Theories and practices in visual arts are dynamic and ever-changing, and connect many areas of knowledge and human experience through individual and collaborative exploration, creative production and critical interpretation.

The IB Diploma Programme visual arts course encourages students to challenge their own creative and cultural expectations and boundaries. It is a thought-provoking course in which students develop analytical skills in problem-solving and divergent thinking, while working towards technical proficiency and confidence as art-makers. In addition to exploring and comparing visual arts from different

perspectives and in different contexts, students are expected to engage in, experiment with and critically reflect upon a wide range of contemporary practices and media. The course is designed for students who want to go on to study visual arts in higher education as well as for those who are seeking lifelong enrichment through visual arts. Supporting the International Baccalaureate mission statement and learner profile, the course encourages students to actively explore the visual arts within and across a variety of local, regional, national, international and intercultural contexts. Through inquiry, investigation, reflection and creative application, visual arts students develop an appreciation for the expressive and aesthetic diversity in the world around them, becoming critically informed makers and consumers of visual culture.

Assessment

Standard Level / Higher Level

External Assessment 60% / External Assessment 60%

Part 1: Comparative study 20% / Part 1: Comparative study 20%

Part 2: Process portfolio 40% / Part 2: Process portfolio 40%

Internal Assessment 40% / Internal Assessment 40%

Part 3: Exhibition 40% / Part 3: Exhibition 40%



Award of the Diploma

All assessment components for each of the six subjects and the additional Diploma requirements must be completed in order to qualify for the award of the IB Diploma.

The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

- a. CAS requirements have been met.
- b. The candidate's total points are 24 or more.
- c. There is no "N" awarded for theory of knowledge, the extended essay or for a contributing subject.
- d. There is no grade E awarded for theory of knowledge and/or the extended essay.
- e. There is no grade 1 awarded in a subject/level.
- f. There are no more than two grade 2s awarded (HL or SL).
- g. There are no more than three grade 3s or below awarded (HL or SL).
- h. The candidate has gained 12 points or more on HL subjects
(for candidates who register for four HL subjects, the three highest grades count).
- i. The candidate has gained 9 points or more on SL subjects
(candidates who register for two SL subjects must gain at least 5 points at SL).
- j. The candidate has not received a penalty for academic misconduct from the Final Award Committee.

A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB Diploma. The examination sessions need not be consecutive.

Students may take their retakes in Louisenlund in the following May examination session (or any subsequent May session). Retakes may be offered in November at the discretion of the DP coordinator and senior management. Students interested in November retakes should contact the DP coordinator and enquire about availability.

Successful IB Diploma Candidates will receive an IB Diploma and a document entitled "Diploma Programme (DP) Results" listing the total IB Diploma points score, the subject grades, confirmation of the completion of all CAS requirements and any points awarded and individual grades for the combination of theory of knowledge and the extended essay. These official documents will be sent to students at their home address at the end of August for the May examination session.

An IB Diploma Candidate who fails to satisfy the requirements for the award of an IB Diploma will receive DP Course Results indicating the grades obtained in individual subjects, together with results in theory of knowledge and the extended essay, and confirmation of the completion of all CAS requirements, as appropriate.

DP Course Candidates receive Diploma Programme Course Results (DP Course Results) indicating the results obtained in individual subjects and the core requirements, as appropriate.

The Bilingual Diploma

A Bilingual IB Diploma will be awarded to a successful candidate who fulfills one or both of the following criteria:

- a. completion of two languages selected from group 1 with the award of a grade 3 or higher in both
- b. completion of one of the subjects from group 3 or group 4 in a language that is not the same as the candidate's group 1 language. The candidate must attain a grade 3 or higher in both the group 1 language and the subject from group 3 or 4.

The diploma points matrix

May 2015 onwards

		Theory of knowledge					
		Grade A	Grade B	Grade C	Grade D	Grade E	No grade N
Extended essay	Grade A	3	3	2	2	Failing condition	Failing condition
	Grade B	3	2	2	1	Failing condition	Failing condition
	Grade C	2	2	1	0	Failing condition	Failing condition
	Grade D	2	1	0	0	Failing condition	Failing condition
	Grade E	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition
	No grade N	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition

Changes from *The diploma points matrix (May 2010 - November 2014)*:

- B + C combination now results in 2 additional points (previously 1 point).
- A + E combination now results in zero points and a failing condition (previously 1 point).

Deutscher Hochschulzugang

Vereinbarung über die Anerkennung des “International Baccalaureate Diploma/ Diplôme du Baccalauréat International”

(Beschluss der Kultusministerkonferenz vom 10.03.1986 i. d. F. vom 07.03.2019)

1. Ein nach den Bestimmungen der/des “International Baccalaureate Organisation/Office du Baccalauréat International” erworbenes “International Baccalaureate Diploma/Diplôme du Baccalauréat International” wird als Hochschulzugangsqualifikation anerkannt, wenn es nach einem Besuch von mindestens zwölf aufsteigenden Jahrgangsstufen an Schulen mit Vollzeitunterricht erworben worden ist und die nachstehenden Bedingungen erfüllt sind

a) Unter den sechs Prüfungsfächern des “International Baccalaureate Diploma/Diplôme du Baccalauréat International” (IB) müssen folgende nach der Terminologie des IB bezeichnete Fächer sein:

- zwei Sprachen auf dem Niveau A oder B (davon mindestens eine fortgesetzte Fremdsprache als “Language A”¹ oder „Language B HL“²),
- ein naturwissenschaftliches Fach (Biology, Chemistry, Physics),
- Mathematik (Mathematical Methods³ oder Mathematics HL⁴ oder Further Mathematics in Verbindung mit Mathematics HL⁴),
- ein gesellschaftswissenschaftliches Fach (History, Geography, Economics, Psychology, Philosophy, Social Anthropology, Business and Management, Global Politics).

Das sechste verbindliche Fach kann außer den genannten Fächern eines der nachfolgenden nach der Terminologie des IB bezeichneten Fächer sein:

- Art/Design⁵, Music, Theatre Arts⁶; Film, Literature and Performance, eine weitere moderne Fremdsprache, Latin, Classical Greek, General Chemistry, Applied Chemistry, Environmental Systems⁷, Computer Science, Design Technology, World Religions, Sports exercise and health science.

b) Unter den drei im Rahmen des “International Baccalaureate Diploma/Diplôme du Baccalauréat International” auf dem „Higher Level“ nachzuweisenden Fächern muss entweder Mathematik oder ein naturwissenschaftliches Fach, d. h. Biology, Chemistry oder Physics, sein.

c) Alle Fächer müssen im „IB-Diploma Programme“ durchgängig, d. h. zweijährig aufsteigend, belegt worden sein.

d) Die geforderten sechs Fächer müssen mindestens mit der IB-Note 4 benotet sein⁸.

Sofern in nur einem Fach die IB-Note 3 vorliegt, kann diese ausgeglichen werden, wenn in einem weiteren Fach auf mindestens demselben Anspruchsniveau mindestens die IB-Note 5 und insgesamt mindestens 24 Punkte erzielt worden sind.

¹ Ab Prüfung 2013 Language A: Language and Literature oder Language A: Literature. Für Schülerinnen und Schüler, die an ihrer Schule keinen Unterricht in ihrer Muttersprache erhalten können, kann ein entsprechender School supported self-taught-Kurs als Language A: Literature SL anerkannt werden.

² Gilt ab Prüfung 2013.

³ Von Prüfung 2006 bis einschl. Prüfung 2020 Mathematics SL. Absolventinnen und Absolventen, die mit dem Prüfungstermin 2021 Mathematics: Analysis and Approaches SL oder Mathematics: Applications and Interpretation SL nachweisen, kann nur ein fachgebundener Hochschulzugang für Fachhochschulen und Universitäten für Studienfächer, die nicht dem mathematisch-naturwissenschaftlich-technischen Bereich zuzuordnen sind, eröffnet werden.

⁴ Ab Prüfung 2021 Mathematics: Analysis and Approaches HL oder Mathematics: Applications and Interpretation HL.

⁵ Heißt seit Mai 2000 Visual Arts.

⁶ Heißt ab Prüfung 2009 Theatre.

⁷ Heißt ab Prüfung 2010 Environmental Systems and Societies.

⁸ IB-Nichtbestehensnoten: 1=very poor; 2=poor; 3=mediocre / IB-Bestehensnoten: 4=satisfactory; 5=good; 6=very good; 7=excellent

e) Deutsche Zeugnisinhaber, die an einer Schule im Ausland mit IB-Programm Deutsch nicht betreiben, müssen vor Aufnahme eines Studiums in Deutschland hinreichende Deutschkenntnisse nachweisen; das Nähere wird durch landesrechtliche Bestimmungen geregelt.

2. Sofern die Bedingungen gemäß Ziffer 1 nicht erfüllt sind, ist zur Anerkennung als Hochschulzugangsberechtigung das erfolgreiche Ablegen einer zusätzlichen Prüfung gemäß der "Rahmenordnung für den Hochschulzugang mit ausländischen Bildungsnachweisen, für die Ausbildung an den Studienkollegs und für die Feststellungsprüfung" (Beschluss der Kultusministerkonferenz vom 15.04.1994 in der jeweils geltenden Fassung) erforderlich. Die Anerkennung als fachgebundene Hochschulzugangsberechtigung wird auch möglich durch ein erfolgreiches Hochschulstudium von einem Jahr in einem Land, dessen Reifezeugnisse in Deutschland den Hochschulzugang direkt oder nach einem einjährigen erfolgreichen Studium eröffnen.

3. Die Durchschnittsnote für ein "International Baccalaureate Diploma/Diplome du Baccalauréat International" wird in dem Land berechnet, in dem das Zeugnis bewertet wird. Dabei wird das Verfahren gemäß der "Vereinbarung über die Festsetzung der Gesamtnote bei ausländischen Hochschulzugangsberechtigungen" (Beschluss der Kultusministerkonferenz vom 15.03.1991 in der jeweils geltenden Fassung) mit der nachstehenden, auf das IB bezogenen spezifischen Regelung zugrundegelegt.

Bei der Berechnung der Durchschnittsnote (N) wird von der im "International Baccalaureate Diploma/Diplome du Baccalauréat International" ausgewiesenen Gesamtpunktzahl (P) sowie von 42 Punkten als maximaler Punktzahl (P_{max}) und von 24 Punkten als minimaler Punktzahl (P_{min}) ausgegangen; dabei werden die ggf. erreichten Zusatzpunkte mitberücksichtigt, Gesamtpunktzahlen zwischen 42 (P_{max}) und 45 Punkten (höchstmögliche Punktzahl des IB zuzüglich der maximal erreichbaren 3 Zusatzpunkte) werden der deutschen Durchschnittsnote 1,0 gleichgesetzt.

Die Umrechnung erfolgt nach folgender Formel:

$$N = 1 + 3 \cdot \frac{P_{\max} - P}{P_{\max} - P_{\min}}$$

mit

N = gesuchte Note (Durchschnittsnote), P = im Zeugnis ausgewiesene Gesamtpunktzahl,

P_{max} = 42 Punkte (IB-Gesamtpunktzahl ohne Zusatzpunkte), P_{min} = 24 Punkte (unterer Eckwert)

N = 1,0 (für 42 < P < 45)

4. Die IBO unterrichtet die Kultusministerkonferenz kontinuierlich über eventuelle Änderungen der Abschlussprüfung (Anforderungen, Inhalte, Organisation) und gibt der deutschen Schulaufsicht Gelegenheit, Einblick in die Arbeit der Schulen zu nehmen. Bei Beratungsbedarf oder auf Wunsch eines Landes prüft der Beirat für die Zentralstelle für ausländisches Bildungswesen (ZAB), ob die Voraussetzungen für die Anerkennung des IB noch gegeben sind.

5. Dieser Beschluss tritt am Tage der Verabschiedung durch die Kultusministerkonferenz in Kraft.

The Master Schedule & ManageBac

All major academic events and deadlines are available to students on ManageBac, our online information system for the Pre-IB and IB DP. Students will receive their ManageBac login at the outset of the school year (or shortly after being admitted to Louisenlund). We recommend that you log into ManageBac each day to check on deadlines, messages, and assignments posted by your teachers. All CAS activities and reflections, as well as extended essay proposals, outlines and drafts will be uploaded to or entered into ManageBac. ManageBac is your tool for helping you to stay organized and on top of IB requirements. For more information on deadlines please refer to the School Assessment Policy in the appendix.

Academic Support

Louisenlund offers students individual academic support both inside and outside the classroom. Helping students achieve the best possible learning outcomes and results remains one of our top priorities. In addition to having an academic mentor, students have access to supplementary subject-specific tutoring coordinated by the school. Students seeking such support should consult with their mentor or the DP Coordinator and will be referred to the academic support coordinator. Such tutoring, which will be tailored to fit an individual student's needs, will result in additional fees. Academic weekend workshops will also be offered on a periodic basis by the students' subject teachers. Please consult the Master Schedule for more information on these events. Periodically, subject teachers will hold review sessions in the evenings to offer students further academic support.

Attendance & Absence

As a student at Louisenlund, you are expected to attend all classes, workshops and mandatory events. Exceptions to this rule include illness and special, approved leaves of absences. In both cases, you are responsible for finding out what you missed and making up the work. For more information on absences, please refer to the School Assessment Policy in the appendix or talk to the IB Diploma Programme Coordinator (damien.vassallo@louisenlund.de).

Mentoring & Reporting Student Achievement

Students are assigned an academic mentor by the IB Diploma Programme Coordinator of Louisenlund. This mentor will be either the class's homeroom teacher or designated class mentor. In certain individual cases, students may request a particular subject teacher to serve as their mentor. Senior Management will do their best to accommodate student preferences in assigning mentors. For more information on mentoring and academic reporting please refer to the School Assessment Policy in the appendix.

Contacts

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Appendices

School Assessment Policy

I. Introduction

Learning is a process which encompasses an entire lifetime. Human beings are naturally predisposed to be inquirers from infancy on through the various stages of adulthood. Stiftung Louisenlund recognizes this and strives to cultivate lifelong learners among its students. To succeed in optimizing this ongoing learning process, it is necessary that educators provide young learners with guidelines, indicators and benchmarks by which their personal progress is supported and their achievement measured. Assessment is “a term used to cover all the various methods by which student achievement can be evaluated. Assessment instruments may include tests, examinations, extended practical work, projects, portfolios and oral work, some carried out over a prolonged period and sometimes marked by the student’s teacher.”¹ Louisenlund advocates a range of diverse ways of evaluating and assessing a student’s academic progress. Each person is a unique learner, and the means by which achievement is supported and measured must take this into account. Whatever the method, the end of assessment must clearly be the support of students to tap into their potential, maximize their scholastic achievement, and ultimately be successful in attaining their IB Diploma or Abitur. As a school, we recognize that students perform their best when teachers encourage and positively reinforce them, recognize academic progress, and reward exceptional achievement.

The foundation of academic and personal success is personal responsibility. At Louisenlund each student is expected to be the principle player in his or her learning process. We recognize the importance of good teaching, of fostering an optimal learning environment, and of providing students with a well-structured and balanced curriculum. As educators, we take our responsibility for young learners and their families very seriously and consider the formation and development of our students to be our utmost priority. However, this educational partnership can only be effective insofar as students recognize their own responsibility for their academic progress and act accordingly. Our school assessment policy is therefore designed to highlight the student’s own part in the learning process and the impact this aspect has on their future. The teacher’s role is not principally to transmit knowledge, but rather to accompany, guide, and encourage students make the most of their education.

II. Summative and Formative Assessment

At Louisenlund assessment can be divided into two basic categories: formative and summative. Formative assessment is principally about a student’s development and progress. It “represents the process of gathering, analyzing, interpreting and using the evidence to improve student learning and to help students to achieve their potential.”² Formative assessment is used to monitor student learning and provide support in the form of ongoing and thorough feedback. Specifically, formative assessment assists students in identifying their strengths and weaknesses and in targeting areas that need improvement. It is also a tool for teachers to monitor the effectiveness of their own teaching, to recognize and diagnose where students are struggling, and to address problems as a team. In some cases this will require adapting methodology to student needs. Examples of formative assessment include:

¹ *Diploma Programme Assessment: Principles and Practice, 2004, 2010*

² *Guidelines for developing a school assessment policy in the Diploma Programme, 2010, 1*

- homework assignments
- practice oral activities, presentations and commentaries
- step-by-step essay writing
- practice written tasks & assignments
- lab work
- interactive group activities
- short test and quizzes

Summative assessment is used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period – typically at the end of a project, unit, course, semester, programme or school year. “Summative assessment is concerned with measuring student performance against” set “assessment criteria to judge levels of attainment.”³ In the German system such criteria are set by the subject teacher in accordance with the Ordinance for Secondary Education in Schleswig-Holstein. In the Abitur (final secondary) examinations the criteria are clearly delineated by the ministry of education. In the IB Diploma Programme (DP) summative assessment is carried out strictly according to the criteria set forth in each of the prescribed subject guides. In the Pre-IB summative assessment conforms to the guidelines for each subject in year 5 of the Middle Years Programme (MYP). IB teachers “must be aware of the principles and practices that the IB uses to conduct summative assessment”⁴ and have an obligation to familiarize themselves with the assessment criteria delineated in the respective subject guides. Moreover, IB DP teachers have the responsibility to ensure their students are familiar with the subject guide for their course and the assessment criteria and assignments therein. Examples of summative assessment include:

- a midterm examination
- a mock examination
- a final project
- an Internal Assessment
- a formal presentation

It must be noted that a student’s final grade in an IB subject is determined by the student’s achievement on formal internal and external assessment as indicated in the respective subject guides. Any additional summative assessment (such as mock, midterm, or end-of-year exams) will have direct relevance only for a student’s Louisenlund school report and the determination of predicted grades (but not for the student’s final results in the IB Diploma Programme).

Formative and summative assessment should not be regarded as detached from one another; they are “inherently linked and teachers must use their knowledge of IB summative assessment expectations and practices to help students improve performance in a formative way.”⁵

III. Approaches to Teaching and Learning

The International Baccalaureate’s Approaches to Teaching and Learning (ATT/ ATL) provide the framework for all assessment in the Diploma Programme at Louisenlund. Good teaching must be informed by and focused on both formative and summative assessment in order to enable students to be successful. As students are the principle actors in the learning process, teachers at Louisenlund follow an inquiry-based approach, in which students are challenged to formulate their own questions and conduct research, experimentation, and analysis in order to arrive at conclusions and foster further investigation into a particular area of knowledge. Such inquiry-based learning should be grounded in “conceptual

³ Ibid. / ⁴ Ibid. / ⁵ Ibid.

understanding” and “developed in local and global contexts.” Furthermore, teaching at Louisenlund encourages “collaboration and teamwork” and is “differentiated to meet the needs” of a variety of learners. At our school, IB learners are encouraged to be critical thinkers, who are not afraid to take intellectual risks in the inquiry process. Through their courses and various workshops, we provide them with the necessary training to conduct effective research and uphold the necessary standards of academic honesty. Recognizing the benefits of group learning, our teachers encourage students to become proactive communicators, who listen to and actively learn from the other members of the community. In doing so, they develop social and interpersonal skills, which are invaluable for engaging with the world around them and their future academic and professional achievement. All assessment in our IB World School is guided by and centered on these fundamental principles of good teaching and interactive, inquiry-based learning.

IV. Examinations

The IB Diploma Programme and the Pre-IB will follow the following basic examination timetable:

Pre-IB (Grade 10)	October	Exam week 1
	December	Exam week 2
	March	Exam week 3
	June	End-of-Year Assessment Tests
IB DP Year One	December	Exam week 1
	March	Exam week 2
	June	End-of-year exams
IB DP Year Two	October	Exam week 3
	February	Mock exams
	May	Final exams

Pre-IB end-of-year assessment tests will count for 20% of a student’s overall grade for the academic year in the particular subject. IB Year One end-of-year examinations will count for 30% of a student’s final grade for the academic year in a particular subject. Subject teachers will utilize mock examination results and other summative assessment to determine predicted grades for IB Year Two students.

Mock examinations and End-of-Year Examinations, just like the May Finals, will be conducted in strict accordance with *The Conduct of the IB Diploma Programme Examinations*. Students who fail to uphold the expectations therein contained may be guilty of misconduct or malpractice (see Academic Honesty Policy) and may receive a grade of N (scored as a 0) for that particular examination. These standards also apply to regular term examinations in the Pre-IB and DP. Students who are absent from a Mock Exam must have an attestation from a medical doctor or, in the case of an emergency, special permission from the DP Coordinator. Upon returning to school, students must arrange to make up the Mock Examination with their subject teacher within two weeks. Subject teachers must inform the DP Coordinator of the make-up date and arrange for the exams to be carried out according to the aforementioned guidelines. Failure to submit a doctor’s excuse following an absence will lead to the student receiving a grade of N (scored as a 0) in the examination. Students showing up late to Mock or End-of-Year Examinations will only be allowed to take the examination at the discretion of the DP Coordinator.

V. Grading Systems & Passing / Failing Conditions

In the IB Diploma Programme and the Pre-IB the following seven-point grading system is used:

7	excellent
6	very good
5	good
4	satisfactory
3	mediocre
2	poor
1	very poor

“Performance in each subject is graded on a scale of 7 points (maximum) down to 1 point (minimum). Performance in theory of knowledge and the extended essay are each graded on a scale of A (maximum) to E (minimum). The CAS requirement is not assessed. For the IB Diploma, a maximum of 3 points is awarded for combined performance in theory of knowledge and the extended essay. The maximum total DP points score is 45.”⁶

The IB Diploma will be awarded to a candidate provided all the following requirements have been met:

- a. CAS requirements have been met.
- b. The candidate’s total points are 24 or more.
- c. There is no “N” awarded for theory of knowledge, the extended essay or for a contributing subject.
- d. There is no grade E awarded for theory of knowledge and/or the extended essay.
- e. There is no grade 1 awarded in a subject/level.
- f. There are no more than two grade 2s awarded (HL or SL).
- g. There are no more than three grade 3s or below awarded (HL or SL).
- h. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- i. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
- j. The candidate has not received a penalty for academic misconduct from the Final Award Committee.

For the matrix for core points, please refer to Louisenlund’s IB Handbook. For information on the German grading system and basic conversions of IB grades to German grades please see the appendix.

VI. Feedback and mentoring in the Pre-IB and IB Diploma Programme

Students are the principle actors in the learning process. Nonetheless, Louisenlund expects teachers to provide students with the necessary support to improve their study habits and skills and to optimize their academic achievement. Two integral elements of this support system are *feedback* on assessment and *mentoring*.

Subject teachers are expected to provide students with *detailed written feedback* on all forms of summative assessment within three weeks of the completion of the said task (exam, written assignment draft, presentation, etc.). Such feedback must be clear and make specific reference to standardized IB assessment criteria. Exceptions include formal Internal Assessment (e.g. Individual Oral Commentary)

⁶ General Regulations: Diploma Programme, 2014, 9.

in which the subject teacher must refrain from communicating the suggested grade to the student. The teacher should, however, provide oral feedback on drafts of written tasks and assignments (as indicated in the subject guides for subjects in groups 1 and 2). In the case of major formative assessment (such as practice written assignments or presentations), it is recommended that all subject teachers also provide students with written criteria-based feedback.

In Louisenlund each student is assigned an academic mentor. As a general rule, mentors teach the student in at least one subject and accompany the student in their mentoring role over a period of two or more school years. The mentor’s role is to reflect on the student’s scholastic progress and achievement together with the student and provide guidance for improvement. In the Pre-IB and IB DP, students are required to meet with or communicate with their mentor at least once per month while school is in session. If students fail to do so, it is the mentor’s responsibility to contact the respective students and arrange a meeting. Should the student repeatedly fail to honour the mentor’s request, the mentor will schedule a corrective meeting with the student and the DP Coordinator. Mentors are responsible for regularly tracking a student’s progress and maintaining contact with the student’s parents and subject teachers (at least once per semester). Mentors should work together with students on designing learning strategies in order to mitigate academic difficulties and maximize a student’s scholastic achievement.

VII. Grading, Recording and Reporting in the Pre-IB and the IB DP

Regular reporting is standard practice at Louisenlund and serves to keep students and parents abreast of students’ academic progress. Official reports on assessment will be issued as follows:

Pre-IB (Grade 10)	November	Interim report 1
	January	Midyear report card
	March	Interim report 2
	June/July	End-of-year report card
IB DP Year One	November	Interim report 1
	January	Midyear report card
	March	Interim report 2
	June/July	End-of-year report card
IB DP Year Two	November	Interim report 1
	January	Midyear report card

Grades in the Pre-IB will be *cumulative* for the entire school year. Likewise, grades within the Diploma Programme will be cumulative for both *Year One and Year Two*. In general a student’s marks will be based on *summative assessment*. However, teachers may, at their discretion, adjust grades on the basis of formative assessment (e.g. missing homework assignments, class participation, etc.).

Interim reports will include teacher comments for each subject and a current grade tendency. Interim reports and report cards (DP only) will be accessible to students and their families electronically on ManageBac. Hard copies or scanned and emailed copies of interim reports may be requested through the school secretaries’ office. Hard copies of midyear and end-of-year report cards will be sent to students and their families automatically.

Any challenges to an academic grade (on summative assessment or school reports) should be submitted in written form to the headmaster and the DP Coordinator. The DP Coordinator will then consult with

the subject teacher (and, potentially, other members of the faculty) to determine if an adjustment of the respected grade is appropriate. After consultation, a final binding decision will be made by the IB Principal and the headmaster.

Predicted grades for DP courses are entered into IBIS (IB Information System) in April of the second year. These predictions are confidential in Louisenlund and teachers must not communicate them to students. They may, however, inform the students of an overall grade tendency based on summative assessment. Exceptions to this rule may be made only at the discretion of the DP Coordinator and senior management.

VIII. Master Schedule, Major Assignments & Deadlines

Academic success depends upon good organization, foresight, and long-range planning. Particularly in the IB Diploma Programme, students must work independently, remain structured and pace themselves in order to complete assignments in a timely and qualitative manner. A master schedule, containing all of the major academic deadlines and events for current academic year, will be available to DP students on ManageBac. The Master Schedule will be prepared by the DP Coordinator in consultation with the faculty at the end of the previous school year and will be accessible online from the outset of the new school year.

The DP Coordinator will ensure that deadlines and events across the subject groups are spread out and sensibly ordered to make them manageable for students. Students are responsible for informing themselves of and meeting all academic and core deadlines.

The timely submission of internal assessment and other assignments is a basic expectation at Louisenlund and an essential prerequisite for academic success. The IB student is an independent learner and must assume responsibility for completing all work on time. Faculty members must carefully monitor students' timely submission of work, assign appropriate consequences for missed minor deadlines (including homework assignments, essays, reports, informal presentations, etc.) and inform mentors if repeated negligence or infractions occur. Subject teachers and mentors may require students to attend Friday or Saturday detention or evening study hall at their discretion to make up missed work. Should a student continue to fail to submit assignments punctually after consultation with his or her mentor, the respective teacher and/or mentor must inform the DP Coordinator so that appropriate corrective action may be taken.

When Pre-IB and DP students fail to meet the *major deadlines* on the Master Schedule (submission of internal assessment, formal presentations, Written Assignments, etc.), appropriate and consistent action must be taken immediately. Faculty members will observe the following protocol for such infractions against the assessment policy. The subject teacher informs the DP Coordinator and the student's mentor of the missed deadline. The DP coordinator arranges a meeting with the student, teacher, and mentor (if possible) and accordingly assigns one of the following consequences.

- First infraction: the student is detained on the the following Friday or Saturday and completes at least two hours of academic work (assigned by the respective subject teacher) in the afternoon. The student may leave for the weekend only after the required work is submitted to the HvD (house parent on duty).

- Second infraction: the student is detained for the entire subsequent weekend, placed on academic probation, and signs a scholastic contract with terms prescribed by the mentor and the DP Coordinator. The contract may require the student to attend additional after-school working sessions.
- Third infraction: the student's parents or legal guardians are invited for a consultation with the DP Coordinator and further corrective action is agreed to. Senior management reserves the right to recommend and require the withdrawal of the student from the Diploma Programme.
- Any further infractions may lead to a student's dismissal from Louisenlund at the conclusion of the academic year.

In particular cases, in the interest of expediency, the DP coordinator reserves the right to impose consequences for academic negligence in a one-one-one consultation with the respective student. Such consequences are not intended to be punitive, but instructive and corrective, and are designed to support students in upholding academic expectations and achieving success.

IX. Homework & other formative assessment

Homework, though not formally assessed in the IB DP, is an integral tool for a student's formation and development. Homework assignments are designed to prepare students for internal and external assessment and cultivate the skills necessary for academic success. When assigning homework and determining the level and extent of assignments, teachers will take into consideration the Master Schedule and students' obligations in other courses. Students are expected to take homework seriously and will face consequences for failing to complete assignments punctually. Teachers can require students to make up incomplete assignments and may assign additional work as a corrective measure. When students repeatedly fail to complete homework punctually, subject teachers will promptly inform the student's mentor, and in grave cases, the DP Coordinator. In such instances, students may be required to remain at school on Friday afternoon or Saturday to complete missed work and may be obligated to sign an academic contract with their mentor and the DP Coordinator.

X. Absences and missed work

As a general rule, students in the Pre-IB and the Diploma Programme are required to attend all classes and mandatory workshops and events. Exceptions included illness, emergencies, or approved leaves of absence. In the Pre-IB, no student may miss more than 50% of the lessons in a given month of school. In the DP, students are required, over the course of Year One and Year Two, to attend 180 hours of standard level and 240 hours of higher level tuition in their respective courses. Subject teachers, mentors, house parents, and the DP Coordinator will carefully monitor student attendance and may impose academic sanctions (detention, tutoring, study hall, etc.) on those who fail to uphold the school standard. In severe cases of truancy, senior management and the DP Coordinator reserve the right either to require a student to repeat an academic school year or to terminate the educational contract.

In the event of illness or extenuating leaves of absence, it is the **responsibility of students** to inform themselves of missed work and to make up assignments in a timely manner as required by their subject teachers. For absences during exam weeks or during other major academic events, a doctor's note and/or the approval of the DP Coordinator or senior management will be required.

XI. Academic Honesty

Louisenlund encourages students to take pride in their own academic achievements and requires them to submit academic work which is genuinely their own. Cases of malpractice in the DP will be dealt with according to the *Handbook of Procedures* and the *General Rules and Regulations of the Diploma Programme*. For further protocol concerning academic misconduct, please refer to the school's *Academic Honesty Policy*.

XII. Academic challenges and difficulties

Making mistakes is human and part of the process of becoming a successful student. At Louisenlund we believe strongly that academic difficulties and setbacks (even failure) should be viewed as a chance for growth. Students should not be discouraged by such difficulties but should see them as a chance for learning and personal growth. Our teachers and mentors will make every effort to encourage students, to highlight their progress, to strengthen their resilience, and to help them perform to the best of their abilities.

XIII. Rewarding academic excellence

Louisenlund promotes a culture of positive reinforcement and academic recognition for our students. In addition to regular feedback and academic reporting, the school, in conjunction with the Alumni Association, awards specific prizes to students who have reached a level of academic excellence in a variety of disciplines (the headmaster prizes). DP students demonstrating such achievement are eligible to receive these awards.

XIV. Promotion / Advancement and Registration in the Diploma Programme

Louisenlund has a responsibility to ensure that students registered for the Diploma Programme Examinations have a realistic chance of success. Students in Year One of the DP fulfill the conditions for advancing to Year Two solely if the following conditions are met by the time of the final marking conference:

- The student has at least 23 points in total.
- The student has no other failing conditions (see section IV).
- The student is in good CAS standing.
- The student has submitted the first draft of their Extended Essay.
- The student has taken part in the Group 4 Project (or arranged to make it up in the subsequent school year).

Year Two students will be registered for the May examinations by the first registration deadline (November 15th) only if the aforementioned conditions have been met and the final draft of the Extended Essay has been submitted. Likewise, Louisenlund will issue recommendations for university applicants solely under the condition that these requirements have been fulfilled. The same considerations will be made for the second and third registration deadlines. Louisenlund reserves the right, in accordance with the document *Rules for IB World Schools: Diploma Programme*, to deny students registration for the DP final examinations if they have failed to meet the school's and/or the IB's standards.⁷

Exceptions will be made solely at the discretion of senior management and the DP Coordinator (in

⁷ "It is the practice of the IB Organization to make its assessment available to all candidates from IB World Schools **who have fulfilled the school's and the IB Organization's academic requirements ...**" *Rules for IB World Schools: Diploma Programme (2014)*, Article 5.7

consultation with the faculty), and will be based on clear, documented educational evidence (e.g. rapid improvement of work ethic or achievement) in the months immediately prior to the decision.

Parents will be informed of these conditions in formed and must give their consent prior to enrollment in / matriculation into the DP. When students enrolled in the DP are at risk for not fulfilling these requirements, the DP coordinator will inform parents in writing at the end of the first semester or by the mid-May respectively.

Pre-IB students seeking admission to the DP must fulfill the prerequisites delineated in Louisenlund's *Admissions Policy for the IB Diploma Programme*. Parents of Pre-IB students in jeopardy of not being admitted to the DP and/or the grade 11 in the German system will likewise receive letters from the DP Coordinator at the end of the first semester or by mid-May.

Award of the High School Diploma

As an accredited member of the New England Association of Schools and Colleges (NEASC), Louisenlund now awards successful graduates of our IB World School a high school diploma (a secondary school qualification in addition to the IB Diploma). The graduation requirements, necessary for obtaining the high school diploma, are as follows:

- Candidates must have completed the full IB Diploma Programme.
- Candidates must obtain a predicted grade of 3 (mediocre) or better in all subjects.
- Candidates must have successfully completed the CAS Programme.
- Candidates must have completed and submitted the Extended Essay.
- Candidates must have obtained a predicted grade of at least D in Theory of Knowledge.
- Absences must not exceed 15% of the total number of school days.

Candidates with a predicted grade of 2 in a subject may be awarded the high school diploma if they have attained to a predicted grade of 5 or better in another subject. Candidates with a predicted grade of 1 in a subject will not be awarded the diploma.

Appendix

In the German system the basic six-point grading system is prescribed by the regional government for grades 5-9:

1	very good
2	good
3	satisfactory
4	sufficient
5	deficient / unsatisfactory
6	insufficient

The grades "5" and "6" are considered not passing. In grades 10-13 a fifteen-point grading system is used, which corresponds to the general six point system as follows:

15, 14 or 13 points	1	very good
12, 11, or 10 points	2	good
9, 8, or 7 points	3	satisfactory
6, 5, or 4 points	4	sufficient
3, 2, or 1 point(s)	5	deficient / unsatisfactory
0 points	6	insufficient

As a general rule all grades must be “sufficient” or better in order for a student to advance into the next grade level of the upper school.

In the German system (Schleswig-Holstein), oral and written grades are weighted nearly evenly, with the oral grade taking precedence and carrying slightly more weight than the written grade. In the IB Diploma Programme, written assessment is weighted more heavily and clearly counts for the larger percentage of a student’s final grade. See IB DP subject guides for more detailed information on the weighting of individual assessment components.

Roughly speaking, the grades in the IB Diploma Programme and the German Gymnasium could be compared as follows:

IB DP	German Gymnasium
7	1
6	1-/2+
5	2
4	3
3	4
2	5
1	6

School Language Policy

I. Introduction

Language is one of the cornerstones of an individual’s life, cultural identity and social interaction. Within a particular group or community, language provides the framework for the community’s self-understanding as well as the potential to communicate and learn from those with other cultural backgrounds and perspectives. It shapes how we see the world, what we believe and how we live and learn. As the Australian Poet Les Murray rightly maintained: “We are a language species”¹ and it is doubtful that deep, meaningful interaction between individuals is possible without it. In short, language is at the heart of what it means to be human.

The linguistic profiles and demands of students in the International Baccalaureate Diploma Programme at the Stiftung Louisenlund are intricate: in addition to the fact that all students take their academic courses in English and yet live in a German-speaking environment, for many students, neither of these languages is their native or home language. Thus, the language policy at Louisenlund must ensure that students are able to succeed academically and socially while simultaneously affirming the identity that each student contributes to the diversity of the school.

The linguistic requirements for IB students at Louisenlund are extensive and varied. On the one hand, all must have the basic interpersonal communicative skills in both English and German to be able to communicate and build relationships with their peers and teachers. Further along the continuum of linguistic development, students must reach a level of cognitive academic linguistic proficiency in English that will enable them to be successful in all academic groups; students do not just need to learn language but also need to be able to learn through language and learn about language.

¹ Hofmann, Michael. “Our failure to speak foreign languages should shame us. It’s not civilised.” *The Observer*, 14 August 2004.

Thus, all teachers are language teachers. Because each teacher depends on students' linguistic capabilities to build on prior knowledge and extend academic understanding, each must constantly be scaffolding linguistic as well as concept knowledge, teaching subject-specific vocabulary and grammatical concepts as explicitly as the subject. Teachers must encourage reading and give many opportunities to practice writing in a wide range of genres, allowing students to comprehend and produce increasingly sophisticated texts across academic areas. Each student needs to be linguistically aware and advanced enough to be able to select the right language and register based on the purpose and audience, and should be able to understand the goals of others through their linguistic choices.

The Language Policy also recognizes the importance of each student's native language in affirming his or her identity and its contribution to the community. Thus, it seeks to support development in these native languages in order to promote self-esteem and additive bilingualism in each learner. This helps to strengthen the qualities, attitudes, and characteristics identified in the IB learner profile, as well as the responsible citizenship and international-mindedness emphasized by the IB.

II. Language in the German System

In the German branch of the school the general medium of instruction is German. The German branch adheres to the requirements of the regional government. In grade 5 all pupils learn English as a first foreign language. In grade 6 the second foreign language is introduced, namely French or Spanish. In grade 8 students have the option to select French, Spanish or Latin as a third foreign language. From grade 10 onwards the school offers the subjects Russian and Chinese as further linguistic options. Spanish can also be taken beginning in grade 10.

Foreign pupils seeking admission to the German system must provide a certificate for German at level B2. Further support is provided to these students through DaF (German as a foreign language) lessons coordinated by the school at an additional charge to the students' families.

III. Language in the Pre-IB and the Diploma Programme

Prerequisites in English

The general medium of instruction and the working language in the Pre-IB and IB Diploma Programme is English. All academic instructions and most academic materials (with the exception of texts for German, Spanish, Russian, and Chinese) are provided in English. Students seeking admission to the school's international branch whose first language is not English are required to demonstrate a certain level of proficiency in both spoken and written English. Admission candidates must possess an English language certificate at the level B2 or a level equivalent to Cambridge English First or higher. Further foreign language support is available in the form of additional EFL/ ESL lessons at an additional charge to the students' families.

Requirements with respect to German

Integration of international students within the wider school community is amongst our top priorities at Louisenlund. While affirming cultural and linguistic diversity on campus, we also strive to ensure that all of our students feel comfortable and can take part fully in the life of the boarding school community. Because German is the dominant lingua franca in the wider student body and in the residential community, we are committed to ensuring that all Louisenlund students possess an adequate level of conversational proficiency in the language.

Students enrolling in the Pre-IB or IB Diploma Programme whose native or home language is not German must demonstrate German language competency at the level A2. Students matriculating with little or no German competency will be required to attend DaF lessons and/or take part in German courses at a language institute outside of Louisenlund until the minimum standard (A2) is reached. Candidates must commit to attaining the stated level of German proficiency by the completion of their first academic year in Louisenlund. Failure to comply with these language requirements could lead to dismissal from the school.

Course Requirements

The IB Diploma Programme Model puts a great deal of emphasis on linguistic development. IB Diploma Programme candidates are required to take two courses from subject Groups 1 (Studies in Language and Literature) and 2 (Language Acquisition). At least one of these courses must be taken in Group 1. Louisenlund generally offers six course options in Group 1: German A: Literature, German A: Language and Literature; English A: Language and Literature, and the self-taught languages Spanish, Russian, and Chinese. In Group 2 Louisenlund offers English B and German B.

Language A

Diploma candidates are required to take their native or home language in subject Group 1 (i.e., as a Language A course). If students display a command or mastery of their first foreign language akin to that of a native speaker (C1 or more advanced), they may take this language as a Language A course as well (provided this language is offered as a Group 1 subject).

Self-taught courses in Literature (SL) are offered for students whose native language is Spanish, Russian, or Chinese. Students who enroll in a self-taught Language A: Literature course will be fully responsible for their own instruction and academic progress in the subject. Louisenlund requires self-taught students to consult regularly (two scheduled lessons per week) with a designated faculty member who is an expert in the subject. Students families will be billed an additional charge for these sessions. The amount will be determined by the bursar's office on the basis of the number of students enrolled in the course. Please consult the bursar for further details.

Language B

English B and German B are offered exclusively as language acquisition (foreign language) courses and may not be taken by native speakers of the respective language. German nationals are not eligible to take German B as a subject unless they have spent a significant period of time (at least four years) living abroad or as students at an international school and can demonstrate that English is their stronger mode of oral and/or written expression. Louisenlund reserves the right to require German nationals, who wish to enroll in a German B course, to take a diagnostic language test prior to or during their first term in the DP. Such exceptions will be made solely at the discretion of the IB Diploma Programme Coordinator. Holders of a non-German passport are eligible to register for German B as long as they can demonstrate that German is not their native or strongest language. All registrations for language courses are subject to approval of the DP Coordinator. The DP Coordinator reserves the right to deny students entrance to a Language B course based on their linguistic background and abilities. The same exact standards apply for native speakers of English with respect to English B.

The Bilingual Diploma

A bilingual diploma will be awarded to a successful candidate who fulfills one or both of the following criteria:

- I. completion of two languages selected from group 1 with the award of a grade 3 or higher in both;
- II. completion of one of the subjects from group 3 or group 4 in a language that is not the same as the candidate's nominated group 1 language. The candidate must attain a grade 3 or higher in both the group 1 language and the subject from group 3 or 4.²

IV. Supporting Language Acquisition

In addition to curricular course offerings, the acquisition of foreign languages is supported by various extracurricular opportunities at Louisenlund. A Round Square International Global Member School, Louisenlund provides students from grades 8-10 with the opportunity to participate in international exchanges and conferences throughout the world. Moreover, the presence of a large number of international students on campus provides a natural opportunity for Louisenlund students to practice and better their foreign language skills.

Additionally, the school commits itself to offering courses in Business English open to students from both branches of the school. The exams are conducted by the British Chamber of Commerce on site at Louisenlund. Our school is also dedicated to offering preparation classes for DELE (Diploma de Español) to students from both branches of the school. Stiftung Louisenlund also hosts TOEFL (Test of English as a Foreign Language) twice a year. These TOEFL exams are available to all persons who wish to take and register for the examination. Students seeking admission to a UK university will be advised about suitable alternatives to TOEFL.

As a further support, individual foreign language tuition is available to students at an additional charge and can be arranged by the student's mentor in cooperation with the academic support coordinator.

V. Academic Research and Writing

Academic written expression is an art and a skill necessary for success in secondary and higher education and in various professions. Stiftung Louisenlund is committed to developing its students' research and writing skills in order to prepare them for their university education and beyond. In the Pre-IB and the IB Diploma Programme, such skills are supported through:

- curricular research and writing training in the Pre-IB English course
- supplemental subject-specific research and writing training (e.g. in the experimental sciences)
- completion of the Personal Project (Pre-IB requirement)
- an Extended Essay Coordinator who is an active member of the school faculty
- mandatory Extended Essay Research and Writing Workshops
- Extended Essay and Personal Project Advising
- Extended Essay Days
- access to the school library and close cooperation with the school librarian

Lousenlund recognizes the central role the library plays as a resource for faculty and students. We aim to maintain adequate and up-to-date library resources for our students and to supplement these resources through a library loan programme. The Director of Studies and DP Coordinator will maintain close ties with the school librarian in order to ensure that students and faculty have access to resources required for the Personal Project, the Extended Essay and other academic research undertakings. As part of the Service element in CAS, Diploma candidates may assist the librarian in coordinating and organizing library resources relevant to the IB Diploma Programme. The librarian will be available to counsel and

advise students and faculty members throughout the research and writing process.

For the international branch of the school the American Psychological Association (APA) is the required standard for style and referencing.

School Academic Honesty Policy

I. Introduction

Upon graduation from Stiftung Louisenlund, all students are expected to be individuals who fulfill the attributes of the IB learner profile, leading them to be “internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.”¹ Among the ten qualities that the students should embody is being “principled”:

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.²

In being principled, students are honest in their academic pursuits. Of course, this is something that, in many ways, must be taught, and although students in the Diploma Programme (DP) should be independent and self-reliant, it is not their job alone to be able to do this – the teachers and the school play a significant role as well. The IB describes teaching and learning that reflect the IB philosophy as aspects that “promote the understanding and practice of academic honesty”³; a lack of academic integrity “undermines the philosophy of an educational programme.”⁴ At Louisenlund, students should take pride in what they have learned and the work that they have produced as a result.

The Academic Honesty Policy exists to ensure “that a school’s procedures for this practice are transparent, fair and consistent. It describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions. The policy should be dynamic and ensure that students are taught good practice in all aspects of their work.”⁵

II. The Role of the Teacher

In most cases, IB DP students do not wish to be dishonest in their work. However, without the proper support, many may find themselves under significant amounts of pressure to achieve without the skills necessary to complete an assignment in an appropriate manner. It is thus the teacher’s role to “promote the development of conceptual understanding in students, teachers must take responsibility to set meaningful tasks that can be completed either independently or with the appropriate amount of scaffolding. Making the process of inquiry visible should be integral to all teaching and learning in IB programmes”⁶; essentially, teachers should be helping students “learn how to learn.”⁷

III. Definition of Academic Misconduct

The IB defines academic misconduct as “behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.”⁸

¹ *IB learner profile in review: Report and recommendation*, 2013. / ² *Ibid.* / ³ *Programme standards and practices*, 2014, 5. / ⁴ Garza, Celina. *Academic honesty – principles to practice*, 2014, 7. / ⁵ *Academic honesty in the IB educational context*, 2014, 4. / ⁶ *Academic honesty in the IB educational context*, 2014, 24. / ⁷ *Ibid.* / ⁸ *IB General Regulations: Diploma programme*, 2011, 12.

A non-extensive list of examples of academic misconduct are:

- Plagiarism or lack of referencing; the IB does not prescribe a specific format for citations and references. Additionally, while students are not expected to be experts in referencing, they are “expected to demonstrate that all sources have been acknowledged using a standard style consistently so that credit is given to all sources used (audio-visual material, text, graphs, images and/or data published in print or in electronic sources), including sources that have been paraphrased or summarized. When writing text a candidate must clearly distinguish between his or her words and those of others by the use of quotation marks (or other method like indentation) followed by an appropriate in-text citation accompanied by an entry in the bibliography.”⁹ Collusion or too much assistance; this includes, for example, extra assistance from students or teachers, as well as any website offering to assist, for a fee or otherwise.

Other examples of academic misconduct cited in the Handbook of procedures, although less common than plagiarism and collusion, include:

- duplicating work to meet the requirements of more than one assessment component
- fabricating data for an assignment
- taking unauthorized material into an examination room
- disrupting an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- exchanging, supporting, or attempting to support the passing on of information that is or could be related to the examination
- failing to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of the examination
- impersonating another candidate
- stealing examination papers
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

IV. Consequences for Breaches of Academic Honesty

Cases of malpractice for major assignments in the DP (including Internal and External Assessment and the Extended Essay) will be dealt with according to the Handbook of Procedures and the General Rules and Regulations of the Diploma Programme. After the candidate and teacher have signed the cover sheet indicating authenticity, if a case of misconduct is suspected, the school will be required to conduct an investigation and inform the IB with documentation. If this occurs during an examination, the report must include a full account of the incident, a statement from the candidate(s) involved, a statement from the invigilator(s), a seating plan of the examination room, and, if appropriate, the original of any unauthorized material.¹⁰

If the IB determines that malpractice has been established, the student will be given a grade of N, which is scored as a 0. In a final examination, this also means that no diploma will be awarded, although a certificate will be awarded for the other subjects in which no malpractice has occurred. Students will normally be allowed to register for future examination sessions. Additionally, an IB Diploma may be withdrawn at any time if malpractice is established.¹¹

Cases of malpractice or misconduct in mock or end-of-year examinations (DP and Pre-IB) will likewise result in a grade of N, which is scored as a 0 for that particular examination. Likewise, a grade of N (scored

⁹ Handbook of procedures for the Diploma Programme, 2014, A8.1.2. / ¹⁰ Handbook of procedures for the Diploma Programme, 2014, A8.3. / ¹¹ IB General regulations: Diploma Programme, 2011, 10-11.

as 0) will be issued to students for misconduct in regular school examinations (during examination weeks). In all three of the above cases, students will not be permitted to re-sit the examination. In the case of repeated infractions Louisenlund reserves the right to suspend (second offence) or dismiss (third offence) the respective candidate from the school.

In cases of misconduct on minor assignments (DP and Pre-IB), students will meet with the teacher and the DP Coordinator to discuss the incident, the policy, and the consequence, which are as follows:

- First infraction: a warning, as well as a weekend detention and a rewrite of the assignment
- Second infraction: suspension and a warning of dismissal
- Third infraction: dismissal from Louisenlund.

V. Conclusion

Academic honesty should be regarded positively and valued by all members of the school community, and it should be taught and enforced. The Academic Honesty Policy should be seen as a step in creating a fair and consistent system that upholds the values of the IB and Louisenlund.

Inclusive Education Policy

I. Introduction

A. Alignment of IB inclusive practices and the Louisenlund mission statement

The IB defines inclusion as “an ongoing process that aims to increase access and engagement in learning for all students by removing barriers,” which “is facilitated in a culture of collaboration, mutual respect, support and problem-solving involving the whole school community.”¹ This idea is greatly reflected in the school’s mission statement, as Stiftung Louisenlund is committed to helping our students become independent, globally-minded, and committed personalities. The expressed goals of our pedagogical work at Louisenlund are to have students who act responsibly, think creatively, meet challenges with confidence, become as independent as possible, and remain committed to our community. These goals are expected to be achieved by all our students and can only be achieved as such through our commitment to working collaboratively to problem-solve within our whole school community, and by building our educational experiences around mutual respect, affirming the self-esteem and identities of our students, and supporting our students throughout their endeavors.

B. School definition of inclusion

Stiftung Louisenlund acknowledges that young learners have different learning abilities and therefore have different teaching and learning requirements. As a result, inclusive education means that all students at Louisenlund can learn, grow, develop their skills, and gain new experiences by fully participating in all aspects of our community with equal opportunity. We are committed to breaking barriers to learning in the following ways: ensuring collaborative teaching, learning and problem-solving processes; encouraging a standard of accountability in that all members are responsible for developing our school culture and practices; creating teaching and learning opportunities based on diversity, global-mindedness and commonality; and encouraging a sense of belonging and safety within the Louisenlund community. Stiftung Louisenlund expects all students to unlock their full potential by building on their previous knowledge and experiences, to be multilingual, to fully participate as members of the community and to develop in all aspects of the IB Learner Profile to reinforce our culture of

¹ *Learning diversity and inclusion in IB programmes, 2016, 1.*

inclusion.

Inclusiveness constitutes one of the foundations of the Louisenlund learning culture. All our policies affirm learner differences and cultural diversity, and our learning community strives to live out this spirit of inclusion on a daily basis. Although there are some basic minimum standards in our Admissions Policy, Louisenlund is not highly selective in admitting new students; rather, we are open to students with a wide range of talents, skills, and abilities and not only candidates with high scholastic achievement. Louisenlund does not discriminate against students or potential students based on race, nationality, ethnicity, gender, sexual orientation, gender identification, or political perspective and welcome all students to our community who are willing and ready to learn about the world around them.

C. Inclusiveness in other school policies

1. Teaching and Learning

The International Baccalaureate's Approaches to Teaching and Learning (ATT/ ATL) provide the framework for all assessment in the Diploma Programme at Louisenlund. Good teaching must be informed by and focused on both formative and summative assessment in order to enable students to be successful. As students are the principle actors in the learning process, teachers at Louisenlund follow an inquiry-based approach, in which all students are challenged to formulate their own questions and conduct research, experimentation, and analysis in order to arrive at conclusions and foster further investigation into a particular area of knowledge. Recognizing the benefits of group learning, our teachers encourage students to become proactive communicators, who listen to and actively learn from the other members of the community. In doing so, they develop social and interpersonal skills, which are invaluable for engaging with the world around them and their future academic and professional achievement. All assessment in our IB World School is guided by and centered on these fundamental principles of good teaching and interactive, inquiry-based learning.

Currently Louisenlund is undertaking a major professional development initiative related to the targeted development of a new and up-to-date Louisenlund Pedagogy, which highlights learners' differentiated interests and abilities and seeks to strengthen the personalization of learning goals, giving students more responsibility and autonomy with respect to their learning goals. The result should be a teaching staff well equipped to meet the challenges of a 21st-century education, in which teachers support students in becoming autonomous inquirers, thinkers, and actors who formulate their own learning goals and questions for inquiry and pursue these with a fresh enthusiasm and sense of personal responsibility.

2. Assessment Policy

To succeed in optimizing this ongoing learning process, it is necessary that educators provide young learners with guidelines, indicators and benchmarks by which their personal progress is supported and their achievement measured. Louisenlund advocates a range of diverse ways of evaluating and assessing a student's academic progress. Each person is a unique learner, and how achievement is supported and measured must take this into account. Whatever the method, the end of assessment must clearly be the support of students to tap into their potential, maximize their scholastic achievement, and ultimately be successful in attaining their IB Diploma or Abitur. As a school, we recognize that students perform their best when teachers encourage and positively reinforce them, recognize academic progress, and reward exceptional achievement. The foundation of academic and personal success is personal responsibility. At Louisenlund each student is expected to be the principle player in his or her learning process. We recognize the importance of good teaching, of fostering an optimal learning environment, and of providing students with a well-structured and balanced curriculum. As educators, we take our

responsibility for young learners and their families very seriously and consider the formation and development of our students to be our utmost priority. However, this educational partnership can only be effective insofar as students recognize their own responsibility for their academic progress and act accordingly. Our school assessment policy is therefore designed to highlight the student's own part in the learning process and the impact this aspect has on their future.

Making mistakes is human and part of the process of becoming a successful student. At Louisenlund we believe strongly that academic difficulties and setbacks (even failure) should be viewed as a chance for growth. Students should not be discouraged by such difficulties but should see them as a chance for learning and personal growth. Our teachers and mentors will make every effort to encourage students, to highlight their progress, to strengthen their resilience, and to help them perform to the best of their abilities.

For students who struggle with dyslexia and/or dysgraphia, our assessment policy allows those students to take extra time on exams, if they feel they need it. Students with recognized writing disabilities can also opt to take their exams on a computer, if they feel that they can improve their scores by doing so and the DP Coordinator approves the decision in consultation with the IB.

3. Language Policy

The linguistic profiles and demands of students in the International Baccalaureate Diploma Programme at the Stiftung Louisenlund are intricate: in addition to the fact that all students take their academic courses in English and yet live in a German-speaking environment, for many students, neither of these languages is their native or home language. Thus, the language policy at Louisenlund must ensure that students are able to succeed academically and socially while simultaneously affirming the identity that each student contributes to the diversity of the school.

Thus, all teachers are language teachers. Because each teacher depends on students' linguistic capabilities to build on prior knowledge and extend academic understanding, each must constantly be scaffolding linguistic as well as concept knowledge, teaching subject-specific vocabulary and grammatical concepts as explicitly as the subject.

The Language Policy also recognizes the importance of each student's native language in affirming his or her identity and its contribution to the community. Thus, it seeks to support development in these native languages in order to promote self-esteem and additive bilingualism in each learner. This helps to strengthen the qualities, attitudes, and characteristics identified in the IB learner profile, as well as the responsible citizenship and international-mindedness emphasized by the IB.

II. Resources

A. Current Learning Needs of Louisenlund

The extent of academic learning needs of Louisenlund is concentrated in supporting students with reading and writing issues as a result of having dyslexia, or those students who have difficulties in math caused by dyscalculia. Currently, 32 students within the broader school community have special educational needs, with a majority of those students having dyslexia. Many students struggle in the subjects they are taking, and require extra help or private tutoring, which is also available through the school.

Other students struggle emotionally or socially. Those students are welcome to meet with our on-site psychologist or take advantage of our coaching program as detailed below.

B. Staff Experts

1. Psychological Counseling

Each student at Louisenlund has the opportunity to pursue individual or group (with peers, faculty, and/or family members) therapy with the school psychologist to address personal, social or academic concerns. They may meet regularly or only as needed, at scheduled times or during the psychologist's open office hours.

For short-term needs, the psychologist consults with the student and advises staff on how to best support him/her, taking into account the student's personal needs. For more serious situations, the psychologist may approach parents, mentors, house parents, heads of form/heads of boarding and/or other faculty with necessary advice and next steps in supporting the student fully.

Counseling is provided by a qualified psychologist with extensive training in client-centered, gestalt, and hypnosis therapy. She is also responsible for ensuring compliance with child protection laws.

2. Diagnosis and support for students with dyslexia

If a student believes that he/she may have dyslexia and/or dysgraphia, he/she can be tested by the school's dyslexia expert. After the official diagnosis, the expert will counsel students on appropriate therapies (including visits to the educational therapist, see below), study habits, and support mechanisms. Where applicable, in line with the school's assessment policy, students may be allotted extra time in examinations or may be allowed to use electronic equipment. The expert also consults with students, parents, teachers and heads of form/heads of boarding to decide how students will be graded on examinations and whether the diagnosis will appear on their report cards and Abitur.

3. Educational Therapy

Students who are struggling academically due to reading and writing disabilities, including dyslexia, weaknesses in arithmetic (specifically at the elementary-school age), or concentration may find support under the guidance of Louisenlund's educational therapist. Regular meetings, each 45 minutes long, occur in a room specifically designed to promote student learning, typically in a one-on-one setting but occasionally in small groups.

The educational therapist is a qualified educational researcher and pedagogue, learning coach, and pedagogical therapist, and is currently in training for a certification as dyscalculia therapist. Students who come to Louisenlund via youth services or on a scholarship are provided these services free of cost.

4. Coaching

For students who actively seek to improve a specific area or behavior in their academic or social life, Louisenlund offers numerous "coaches" to help support their development in this given area. Each student may select a coach, who is a member of the faculty, who will guide the process. The student and their coach meet between four and ten times, each a few weeks apart, to set goals and discuss progress. All coaches have gone through a special training to best support students in a school-setting and are coordinated by the head coach, who has undergone additional training to lead and train others.

5. Learning and Talent Center

Through our learning and talent center, we strive to support each student's differing learning needs and to encourage their development with respect both to their strengths and abilities. Students can visit the Learning and Talent Center to set up a personalized learning program with a teacher of the subject that he/she struggles in. When a student registers at the Learning and Talent Center, he/she is signed up for eight sessions with a member of the faculty in a particular subject area. In these eight sessions, each student sets specific goals for each session and must reflect after each as to whether their goals have been met. At the end of the eight-session cycle, students must undergo an evaluation period in which they decide their next steps and reflect on how helpful the sessions were. They must also give constructive feedback to the faculty member, so he/she can improve the quality of the sessions based on the student's needs. After the evaluation phase is complete, the student may opt out of the extra help if he/she feels confident in the material but may also sign up for another eight-session cycle.

Members of faculty who engage in extra help have studied in the troublesome subject and teach in said subject, so they are fully qualified to assist in student needs. They are encouraged to build the self-esteem of students in each session, as well as create a supportive learning environment that allows students to scaffold knowledge on previous learning and make connections between their real-life experiences and their classroom experiences.

C. Accessibility

Louisenlund is a generally accessible campus, as most academic buildings only contain a ground floor and most buildings can be accessed by car, if needed; however, as a result of being a historical site and a former residence, there are some areas that are not physically accessible to all persons. Stiftung Louisenlund acknowledges the fact that "barriers to learning are created when creativity and willingness to reorganize spaces, classroom orientation and structure is not encouraged."² As a result, we are embodying this creativity and willingness as we design our new academic building to ensure that these barriers to learning are broken.

D. Impact on Budget

Some services, such as psychological counseling, are already built into the students' tuition fees, therefore, these services are already built into the budget. For those students on scholarship, the fees for many academic services are absorbed by the school; however, most students pay for the services they use, therefore offering inclusive support is not a budgetary issue.

III. Stakeholders

A. Stakeholders

The inclusion policy will apply to all those who are already part of the Louisenlund community, as well as those who are potential members of the school community. These stakeholders include the board of directors, the board of trustees, senior management, all pedagogical staff (such as teachers, house parents, form teachers, heads of forms, and mentors), current students and parents, and potential future students and parents.

B. Which stakeholders are informed

All stakeholders within the school community will be informed of the Inclusive Education Policy. All staff and governing bodies have access to all the school policies and know when policies have been updated. Students and parents are also informed of the policy through direct communication with the school,

² *Learning diversity and inclusion in IB programmes, 2016, 3.*

which is described in greater detail below. Potential students and parents are also informed of the policy when they have a concern or question about the support that Louisenlund can offer its students.

IV. Communication

A. Communication within the school community

Stiftung Louisenlund requires open and honest communication from parents about the learning history of their children, especially upon arrival into the Louisenlund community. We embrace the fact that all pupils have a range of abilities and talents. To best develop these abilities and talents, it is necessary that our teaching staff has all the information they need about a student's learning past. This includes transcripts from past schools, and previous tests and/or past diagnoses of specific learning requirements and needs.

To facilitate the changing of schools, new students undergo a probationary period in which their academic and social performances are monitored closely by teachers and house parents. All students are assessed during this time, independent of their specific learning requirements. The evaluation of the student's performances is communicated between house parents, teachers, mentors, and heads of form/heads of boarding, as well as communicated to both the student and his/her parents. In this way, plans of action can be taken to identify the best path for the student to reach his/her maximum academic and social potentials. If during this probationary phase, one or more teachers or the house parent identify areas in need of special attention, the educators involved will consult with the parents to find the best options to fit the need of the student.

It is fundamental to us that our staff is proactive with regards to the identification of specific learning requirements of our students. To ensure this proactivity, as well as the clear and efficient communication of these requirements, we have a four-fold system in place based on collaboration between four key community members. The interaction of the four parties is critical for learner support, as well as the communication of issues with other teachers and the parents. These four parties are the house parent, mentor, form teacher and head of form/head of boarding. Each of these positions and their function in the learning process are described in detail below.

1. House parents

House parents have meaningful interactions with their students on a daily basis and are responsible for monitoring their learning progress during our study time. House parents talk with students about their academic and social challenges and lend support to all of their students. Teachers, mentors, and form teachers inform the house parents of students' academic performances, and where necessary, collaborate with house parents on finding solutions to supporting students who require additional help.

House parents are also responsible for keeping parents updated on the performance of their children and advise parents on solutions for helping their child unlock their full potential. They also inform necessary parties about any relevant incidents outside of school in a confidential and trustworthy manner.

2. Mentors

All students are assigned a mentor, who is a member of our school community and a person that the student can trust. The mentor is the main contact partner concerning all school-related issues, not only for the student, but also for colleagues and house parents. Using a holistic approach, the mentor's duty is to place emphasis on academic development and skill acquisition, including advising the student on any academic questions and concerns and keeps an overview of the student's overall performance and

developing special learning contracts together with the student, subject teacher and the house parent and sees that these contracts are fulfilled. The mentor is also the person who informs other teachers and school authorities about any incidents relevant to the development of the student. This information is recorded in the student's file and support is immediately sought out. The mentor also establishes essential contacts to the relevant support system and makes sure the student received the right support (both academic and personal) and documents new findings and further decisions to developing a student's learning skills.

3. Form teachers (Homeroom Advisors)

The form teacher focuses mainly on the academic aspects of student life but does consider a student's behavior in the classroom. He/She makes colleagues aware of necessary strategies with respect to inner differentiation within the learning group. The form teacher is also kept updated on the overall performance of each student within the form and informs colleagues of struggling students. Form teachers collaborate with other teachers within the form to discuss ways in which teaching and learning (ATT/ATL) can be implemented within the classroom to build classroom self-esteem. Form teachers are also responsible for breaking barriers to learning by encouraging teachers to value previous knowledge, scaffold learning and extend learning to experiences with which students are already familiar.

4. Heads of form/heads of boarding (Stufenleiter)

The head of form/head of boarding focuses on the broader academic and boarding lives of students within the form. He/She has a general sense of the overall academic performance of the form and remains informed of the progress and achievement of underperforming students. The head of form/head of boarding is responsible for working closely with form teachers and mentors in finding solutions to better support these students.

The heads of form/heads of boarding are also responsible for informing parents about the progress of their students, either positive or negative. At the end of each half term and term, parents receive grade reports (for more information, please see the School Assessment Policy) for their children. For students who are underperforming, the head of form/head of boarding will communicate that a student is in danger of failing with a "blue letter." "Blue letters" allow heads of form/heads of boarding the opportunity to collaboratively brainstorm solutions with parents and other staff regarding how to best support the learning needs of the student.

Not only are heads of form/heads of boarding in charge of informing parents of academic issues, they are also responsible for informing parents of boarding issues. If a student breaks a rule on campus, the house parent informs the head of form/head of boarding, who determines consequences based on the rule that was broken. For minor issues, parents may not be informed but for multiple infractions or more serious issues, heads of form/heads of boarding report these issues to parents and may even consult with the school psychologist to find solutions.

B. Communication of policies

1. Staff Orientation / Student Orientation

Orientation is a time where new colleagues and students are introduced to Louisenlund life and get a feel for the rules and policies that we have in place. It provides new staff members and students with an understanding of the commitment that teachers at Louisenlund have to removing barriers to learning, how they can best accomplish it, and how students can access support services.

2. Posting on Intranet

Our Intranet is a cloud-based document storage system that all members of the Louisenlund community have access to. All parents, students, pedagogical, and non-pedagogical staff have access to it and can always refer to the policy, offer feedback, and assist in the evolution of the document as needed. Managebac is our IB organizational tool. It is only accessible to IB students, parents, and teachers but acts as another forum on which we are able to communicate information and keep IB World School stakeholders informed about policies and practices at Louisenlund.

3. Inclusion in IB handbook

All important policies are written and placed in the IB handbook. It is updated and reprinted every year and given out to old and new students alike. During IB Orientation days at the beginning of the school year, important changes to policies are announced and policies in general are reviewed so students are refreshed on what is expected of them. Parents and students must sign that they have read and acknowledged these policies.

V. Conclusion

As a Round Square and IB World School, Louisenlund's IB World School has a fundamentally international character and proactively and intentionally affirms diversity. The Louisenlund community helps to strengthen and support the spirit of international-mindedness within our campus. As a result, our learning culture focuses on providing all students with the tools they need to feel empowered and supported in their own learning processes.

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The next review of the Inclusive Education Policy will take place in April 2020.

Notes

Notes





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