

DP Accountability Practices

The following accountability practices will be standard for all IB Diploma Programme courses in both the junior and senior year. All practices are in accordance with the Millbrook Grading Policy and County and State Absence Policies and are intended to maintain the standards and expectations of this demanding academic programme.

Late work practice

- All homework is due to the teacher at the beginning of the class period unless otherwise specified by the teacher. Work not completed by the beginning of class will be considered as late work.
- Homework submitted late will automatically receive a 10% deduction (one letter grade) as long as it is submitted by the next class period. The work will receive an additional 10% deduction for each additional class day the work is submitted late.
- If work is late due to an excused absence, the student has two additional school days for every day absent to turn in the late assignment without penalty.
- If late work is due to an unexcused absence, the work submitted will be marked down regardless of whether the absence is the day the assignment is given or the day the work is due.
- Following the completion of a unit of work, late work pertaining to that unit will no longer be accepted and will receive a "0" in the gradebook.

Makeup Assessments

- Make-up tests and quizzes must be completed by the end of the week following the week of the absence. After that time, the make-up test or quiz will be considered late and will be marked down in accordance with the late work policy. **It is the responsibility of the student to schedule the make up assessment with the teacher to comply with this expectation.**
- Make-up tests and quizzes will be given after school. It is the responsibility of the student to schedule the make-up with their teacher within the required time frame and notify their coaches, club advisors, places of employment or other impacted parties as needed.

ABSENCES

Given the unique demands of the Diploma Programme, excessive absences from school or from an individual class can create a particularly disruptive learning situation for students and negatively impact their role as a member of the unique IB community of learners in the programme. With that in mind, the following expectations and consequences are in place to address excessive absences.

- In-class graded work missed due to an excused absence will be replaced with an alternative assignment of equal difficulty that meets the same learning objective(s).
- In class graded work missed due to unexcused absence will be counted for zero credit without the opportunity for make-up work.
- Notification from teacher will be sent to the parent(s) every 5 days a student is absent from a class, be it excused or unexcused.
- Once a student has accrued **ten** absences, excused or unexcused, from any one IB class, the student and parent will be required to meet with the DP coordinator for a discussion regarding the pattern of absences and the implications of missing class.
- Once a junior has accrued **fifteen** absences, excused or unexcused, from any one or more IB classes, the student and parent will be required to meet with the DP coordinator and the programme's AP to discuss the student's ability to continue with the Diploma Programme their senior year.
- Once a senior has accrued **fifteen** absences, excused or unexcused, with the exception of documented medical absences, from any one or more IB classes, the student will no longer be eligible to participate in the IB DP graduation ceremony in June.