



Colonial School District
The International Baccalaureate Career-related Programme
Plymouth Whitemarsh High School, Candidate School

APPLICATION INFORMATION
IBCP Class of 2022

Application Process

1. Review the philosophy and requirements of the PWHS International Baccalaureate (IB) Career-related Programme (CP) and make sure you understand its expectations. Read the program's documentation thoroughly. Discuss the program with your teachers, school counselor, and parents. You are welcome to schedule an appointment with Mrs. Duffy (rduffy@colonialsd.org) for further discussion.
2. Complete and submit the application between January 29th and February 11th, 2020. The application includes three separate and required components: 1) an electronic registration in a Google Form 2) a paper application 3) Recommendation Checklists in a Google Form. Your application is not officially submitted until all components are complete.
3. Once all applications are submitted and the deadline passes, students may be invited to an interview to share their interest and readiness to participate in the program.
4. Students will be notified of acceptance into the program no later than March 1, 2020 via school email.
5. All accepted students will be invited to informational sessions to learn more about the program.

Application Components

- 1) **Electronic Registration:** Please complete the Google Form: tinyurl.com/RegIBCP that will collect the following information: your name, your address, your cell number, your parents' or guardians' names, email addresses, and phone numbers and the names of the adults who have already agreed to submit recommendations on your behalf (see below), and email addresses. You should have all of this information available when you complete the Google Form.
- 2) **Declaration of Understanding:** The following documents require you and your parents signature verifying that you understand the information pertaining to each component.
 - a) *CP Expectations and Requirements:* Please complete the form that confirms that

you've read through the [PWHS' International Baccalaureate Career-related Programme Description Guide](#) and understand the expectations and the requirements of the programme.

- b) *Academic Code of Integrity*: Please read this carefully, sign it, and have a parent sign it.
 - c) *Permission to Release Data*: The American office of the International Baccalaureate requires participating schools to provide demographic information of its students. This signature authorizes the release of the requested data.
 - d) *Permission to Inclusive Assessment Measures*: This information and permission are necessary in order to request testing accommodations for students with special learning and assessment needs.
 - e) *Obligation to Complete IB Assessments*: IB students are expected to complete all formal IB assessments. Students who fail to do so will reimburse the district for the examination fees paid on their behalf, their grade point averages will be recalculated without the IB weighted factor, and the IB designation will be removed from the transcript . The signatures on this policy acknowledge understanding this requirement.
- 2) **Personal Statement**: Please submit a personal statement (no more than one page) in which you discuss why you would like to be a PW IBCP student. Make sure to address how this program will benefit you and what you will contribute to the program.
- 3) **Recommendation Checklist**: You are required to have two adults complete a recommendation checklist via a Google Form, one from a teacher and one from any other adult with whom you have worked (a coach, club advisor, school counselor, etc., but not a relative). You must indicate the contact information for your recommenders on the Electronic Registration Google Form and you must provide them the following link to the Google Form: tinyurl.com/IBCPRecs. It is your responsibility to follow-up with your recommenders to ensure that they have completed the checklist by the application due date.
- 4) **Applicant Checklist**: Use the attached checklist to ensure that you are submitting a complete application. Place initial next to each item after you have verified that it is complete. Please include the checklist with your application material.

Note that the electronic registration of this application and the submission of the application in hard-copy are both required and due by February 11th, and can be submitted to Mrs. Duffy in C16

Colonial School District
The International Baccalaureate Career-related Programme
Plymouth Whitemarsh High School, Candidate School

APPLICATION for CANDIDACY
IBCP Class of 2021

YOUR NAME: _____

APPLICATION for CANDIDACY
Electronic Registration

Please complete the Google Form located at tinyurl.com/RegIBCP.

If you are working from an electronic version of the IB application, this link should be live. If you are working from a hard-copy application, please type tinyurl.com/RegIBCP into the URL in your internet browser or access an electronic application from the CSD website for a live link.

PRIOR to completing the Google Form, you will need to gather the following information:

- your name, address, grade, and phone number;
- your parents' or guardians' names, phone numbers and email addresses;
- the names of the adults who have already agreed to submit recommendations on your behalf, their phone numbers, and email addresses if they are not CSD personnel. *Do not complete the Google Form until after you have secured their agreement to write on your behalf.*

APPLICATION for CANDIDACY
Declaration of Understanding

All of the information provided in this application is accurate and the personal statement is entirely my work. Additionally, I have read and understand [The Plymouth Whitemarsh High School's IB Career-related Programmer Description](#), (which can also be found on CSD's website). I understand that the act of submitting this application represents a commitment to and completion of the entirety of the program.

Student's Signature _____

Parent's/Guardian's Signature _____ Date _____

APPLICATION for CANDIDACY
Academic Honesty & Integrity Policy

One of the hallmarks of the International Baccalaureate (IB) Career-related Programme (CP) is that it respects the students as mature learners, capable of engaging in a challenging academic curriculum and maintaining responsibility for their academic achievement. As a result, the programme requires that students maintain the highest degree of ethical standards. It is essential that students understand and uphold academic integrity.

Examples of violations of academic integrity include but are not limited to the following:

- Using or having available for use material that may provide assistance on an assessment other than what your teacher may specifically allow;
- Receiving unauthorized help during an assessment (including submitting assignments that were edited or otherwise contributed to by tutors, family members, etc.);
- Providing unauthorized help to another student prior to or during an assessment;
- Submitting someone else's work or a close copy of it as your own;
- Providing your work to someone else, who then submits it or a close copy of it as his/her own, regardless of whether that was the intent of providing the work;
- Collaborating on an assignment unless you are specifically told you may do so;
- Copying or paraphrasing published or unpublished work and submitting it as your own without appropriate citations (plagiarism);
- Signing any documents meant to be signed by a supervisor, facilitator or parent (forgery);
- Completing documentation dishonestly (i.e., including false information, falsifying hours, etc.). These guidelines apply to all work completed for a class, graded or ungraded, such as classwork, homework, summer assignments, lab reports, etc.

The governing principle should be that unless your teacher specifically indicates otherwise, the work which you do should be entirely your own. If you are unclear about the limitations of academic integrity at any point, clarify the situation with your teacher before making an error. Infractions of this code may constitute grounds for disciplinary action, academic sanctions, revocation of an acceptance to the IB Career-related Programme, and/or removal from the IB Career-related Programme at any point during the two years of participation.

I have read the guidelines of academic integrity, I understand them completely, and I pledge to abide by them in all of my classes.

Student's signature _____ Date _____

Parent's/Guardian's signature _____ Date _____

APPLICATION for CANDIDACY

Permission to Release Data

The following information is required by IBA (the American office of the IB Organization) in order for the coordinator to register students for examinations. IBA uses this information in the ways described below.

- Date of birth, for basic data collection;
- Nationalities, ethnicities, and languages spoken, for basic data collection and composite student profiles;
- Proficiency in English, to evaluate the program's ability to meet the needs of non-native speakers of English.

Some of the information needed is protected by US law and therefore requires the consent of the student's parent or guardian to release it. However, because this information is required by IB in the registration process, granting consent is mandatory for participation in the program.

Student's date of birth: _____

Nationality (-ies)*: _____, _____
(*countries in which the student has citizenship)

What is your primary language: _____

Do you speak other languages fluently: _____

Race/ethnicity:

- _____ Hispanic/Latino of any race
- _____ American Indian or Alaska Native
- _____ Asian
- _____ Black or African American
- _____ Native Hawaiian or other Pacific Islander
- _____ White
- _____ Two or more races
- _____ Race/ethnicity unknown or undeclared

Are you an English Language Learner?

- _____ yes
- _____ no

I grant permission for this information to be released to the International Baccalaureate.

Parent's/Guardian's signature

Date

APPLICATION for CANDIDACY
Permission to Request Inclusive Assessment Arrangements

The International Baccalaureate is committed to providing assessment accommodations required for students with special learning and assessment needs. This page of the application is designed to collect information that can be used to request the approval of testing accommodations from the IB. For all accommodations requested by the IB Coordinator on behalf of a student, the Coordinator must submit documentation of a need (usually a psychological examination or a medical report) and evidence that the school is providing the same accommodations through the natural course of the student's studies (a current IEP or a 504 plan). For every request, a psychological or medical document and an educational document must be submitted. It is the prerogative of the IB Organization to determine which accommodations to grant, and those granted may or may not be the same as those outlined in the student's IEP or 504 plan.

Please complete the following (place check marks where appropriate):

_____ The applicant does not have any current assessment accommodation needs. (There is no need to complete anything else on this page.)

_____ The applicant does have current assessment accommodation needs. (Continue completing form)

- Supporting educational document: _____ IEP _____ 504 Plan

**Supporting psychological/medical documents must be on file in the Pupil Services and/or PWHS' Counseling Department and must comply with the above requirements. They do not need to be submitted with this application.*

Current assessment accommodations:

- _____ use of a laptop
- _____ extended time
- _____ other (explain):

I grant permission for the information above and the supporting documentation to be provided by electronic upload to the IB for the purpose of requesting assessment accommodations. I understand that the approval of accommodations is at the discretion of the IB Organization.

Parent's/Guardian's signature

Date

APPLICATION for CANDIDACY
Obligation to Complete IB Assessments

The Colonial School District pays for the IB students' registration and examination fees. Students do not have to pay to participate in the IB Program or to take its examinations.

All students who enroll in an IB class are expected to complete all formal IB assessments, including external assessments (such as the comprehensive exams that are given at the end of each course) and internal assessments (formal IB assignments that are completed during each course).

Any student who fails to complete an IB internal assessment and/or external assessment, including any paper in the written examinations, will be invoiced for the fees that have been paid on his/her behalf. This fee will become part of the student's financial obligation to the Colonial School District and failure to satisfy it may result in the suspension of privileges including attending proms, school events and commencement.

The fees for the 2019 - 2020 school year are:

- Subject fee: \$119.00, charged per course.

PLEASE NOTE: There is no fee at all for participating in IB. Fees are charges only if a student fails to fulfill his/her assessment obligation. This notification applies only to tasks that are formal IB assessments, not to teacher-generated tests, quizzes, etc. The distinction between a formal IB assessments and teacher-generated assessments will be made clear to all students.

I have read and understand the above statement.

Student's signature

Date

Parent's/Guardian's signature

Date

APPLICATION for CANDIDACY
Personal Statement

Please submit a personal statement (no more than one page) in which you discuss the following question:

Why would you like to be a PW IBCP student? Make sure to address how this program will benefit you and what you believe you can contribute to the program.

You may attach your personal statement to this application.

APPLICATION for CANDIDACY
Recommendation Checklist

You are required to have two adults complete a recommendation checklist via a [Google Form](#), one from a teacher and one from any other adult with whom you have worked (a coach, club advisor, school counselor, etc., but not a relative). You must indicate the contact information for your recommenders on the Electronic Registration Google Form and you must provide them the following link to the Google Form: tinyurl.com/IBCPRecs. It is your responsibility to follow-up with your recommenders to ensure that they have completed the checklist by the application due date.

APPLICATION for CANDIDACY

Application Checklist

Please be sure your application is complete by checking the following list. Verify that each task is complete by initialing its corresponding line. Include this list with your application.

_____ I have read the documentation on the IB Career-related Programme and this application entirely.

_____ I have completed the electronic registration process.

_____ A parent/guardian and I have signed in agreement with “Declaration of Understanding” statement.

_____ A parent/guardian and I have read and signed the “Code of Academic Integrity” page.

_____ A parent/guardian has read and signed the “Permission to Release Data” page.

_____ A parent/guardian has read, completed, and signed the “Permission to Request Inclusive Assessment Arrangements” page.

_____ A parent/guardian and I have read and signed the “Obligation to Complete all Assessments” page.

_____ I have included an original personal statement (no more than one page) in response to the given prompt.

_____ I have given the recommendation forms link to two adults (at least one teacher and one adult who knows me well and is not related to me). They have agreed to submit a recommendation on my behalf.

_____ I understand that the act of submitting this application represents a commitment to enter the program.