

## International Baccalaureate DP Intervention Procedures

For the benefit of all its students, the UAIS staff sets a goal for all its students to earn the IB diploma. We encourage open communication, set internal timelines for completion of IB requirements, and offer one-on-one conferencing throughout the calendar year to facilitate this process. UAIS students are expected to pursue the IB diploma by working with teachers to complete all Internal Assessments (IAs), Extended Essay (EE) and Creativity, Action, Service (CAS) requirements. The following interventions will be implemented should students not engage in this process.

Level 1 Intervention (one or more of the following): failure to meet minimum requirements on a CAS meeting rubric (first offense); little/no evidence of CAS reflections or a CAS reflection essay for at least one month; failure to meet minimum requirements set by an EE supervisor (first offense); failure to meet an IA deadline set by a teacher (first offense)

Intervention Response:

1. Official notification by appropriate teacher in person
2. Meeting with the student to correct the issue
3. Discussion of Level 2 Intervention

Level 2 Intervention (one or more of the following): failure to meet minimum requirements on a CAS meeting rubric (second offense); failure little/no evidence of CAS reflections or a CAS reflection essay for at least two months; failure to meet minimum requirements set by an EE supervisor (second offense); continued failure to submit an IA deadline past the date agreed upon by the teacher and student in after the level 1 intervention

Intervention Response:

1. Official notification by appropriate teacher in person
2. Meeting with the student to correct the issue
3. Parent notification by teacher
4. Discussion of Level 3 Intervention

Level 3 Intervention (one or more of the following): failure to meet minimum requirements on a CAS meeting rubric (third offense); failure little/no evidence of CAS reflections or a CAS reflection essay for at least three months; failure to meet minimum requirements set by an EE supervisor (third offense); continued failure to submit an IA deadline past the date agreed upon by the teacher and student in after the level 2 intervention; ***the lack of communication, effort, and/or work committed by the student indicates the student is on track to not be eligible for the IB diploma***

1. Official notification to counselor
2. Parent notification and student-parent conference with teacher and administration
3. Student placed on academic contract with Diploma Programme Coordinator
4. Student's IB diploma candidacy temporarily revoked on college applications/scholarships

All students should note that failure to attend a scheduled meeting—except because of an excused absence—will result in an intervention step as, by default, the student has “failed to meet minimum requirements on a CAS meeting rubric” or “meet minimum requirements set by an EE supervisor.” If the student fails to meet with the teacher to correct the issue, the teacher will move increase the intervention level at his/her discretion.