

Policies for the Implementation of the IB Diploma Program
at South Texas Business, Education, Technology Academy
Effective 2018-2019

Policy	Proposal	Action
Learning Platforms	All IB instructors will implement the use of managebac and, at their discretion, google classroom, or any other campus approved distance-learning platform. The subject guides for each course will be posted to each instructor's respective managebac account.	APPROVED BY SBDM 04-25-2018
Calendar of Assessments	All IB instructors will provide their students with a calendar of tentative dates for all assessments/projects to be administered throughout each semester. The calendar must be distributed within the first week of each semester.	APPROVED BY SBDM 04-25-2018
Grading Categories and Weights	Where an IB subject is taught by more than 1 instructor, those instructors will have uniform grading categories and weights toward the final grade for the course. No grading category shall exceed 40%. Where a grading category is worth 40% of the final mark for the quarterly grading period, a minimum of 2 grades must be recorded for said grading period.	APPROVED BY SBDM 05-29-2018
Homework Schedule	Where an IB instructor assigns homework for their respective course, the homework shall not exceed 30 minutes of time from beginning of the assignment to completion of the assignment. If an assignment/project has a due date that extends past the next class meeting, the IB instructor must stipulate which portions of the assignment/projects are due at each class meeting between the date the assignment/project is first assigned and the due date.	APPROVED BY SBDM 04-25-2018
Assessment Rubrics	All IB instructors will provide students with rubrics for each assessment/project to be assigned throughout each semester. The rubrics must be distributed before the assignment is scheduled.	APPROVED BY SBDM 04-25-2018
IB Newsletter	All IB instructors will provide the IB coordinator with assessment/project/presentation dates for each grading quarter, and the IB coordinator will distribute these to parents/students via the IB newsletter.	APPROVED BY SBDM 04-25-2018