



XV. GIMNAZIJA

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

Zagreb, Jordanovac 8

STUDENT HANDBOOK ON SCHOOL RULES

SCHOOL YEAR 2024/2025

Zagreb, September 2024

Dear students,

It is with great pleasure that we welcome you to our school and the IB Diploma Programme.

XV. gimnazija is a state school that has been offering an international programme since the school year 1991/1992. Our school is authorised by the International Baccalaureate Organization and the Ministry of Science and Education of the Republic of Croatia to deliver the International Baccalaureate Middle Years (Grades 9 & 10) and Diploma Programme (Grades 11 & 12). Teachers and administrators have worked diligently and enthusiastically over the years to build a programme that balances academic excellence and personal growth. We also take care that improvements and adjustments are being made regarding the school facilities and equipment.

The Diploma Programme puts high demands on both students and teachers. Students are challenged to develop their knowledge, build and improve skills and acquire positive attitudes. We are convinced that hard work and responsibility will yield the highest standards of performance.

We wish you a successful and rewarding experience in the IB Diploma Programme in XV. gimnazija.

Sincerely,

Your DP teachers

XV. GIMNAZIJA MISSION STATEMENT

Our school aims to develop knowledgeable, principled and open-minded young people who will help create a better world, showing compassion and understanding for all the people in the world.

Our curriculum encourages students to become independent and critical thinkers, more inquisitive, risk-taking young people who will have to make responsible and educated choices and will apply the skills and knowledge they have learned in our school in their future lives.

Furthermore, we try to provide our students with opportunities that will enable them to develop and challenge their own personal values fostering open and effective communication.

Since we believe learning is a process, we hope all our students will become lifelong learners with a capacity for compassion and empathy, as well as strong international-mindedness.

2024/2025 SUBJECTS AND TEACHERS

SUBJECT	TEACHER	TEACHER'S EMAIL ADDRESS
Principal	Nikola Dmitrović M.Sc.	ravnatelj@mioc.hr
IBDP Coordinator	Zorana Franić, M.A.	zfranic@mioc.hr
Croatian A Literature	Marija Bilić, M.A.	marijab@mioc.hr
	Senka Škrnjug, M.A.	sskrnjug@mioc.hr
	Tihana Gerić	tgeric@mioc.hr
English A Literature English B	Iva Čorak, M.A.	icorak@mioc.hr
	Zorana Franić, M.A.	zfranic@mioc.hr
	Lada Siladin, M.A.	lsiladin@mioc.hr
French B and CAS	Loreana Selišek Butina, M.A.	lsbutina@mioc.hr
German B	Sandra Markota Sever, M.A.	smsever@mioc.hr
Economics	Krunoslav Horvat, M.Sc.	khorvat@mioc.hr
Psychology	Valentin Lapaine, M.A.	vlapaine@mioc.hr
Biology HL Biology SL	Biljana Agotić Smital, M.Sc.	bagotic@mioc.hr
	Mihaela Marceljak Ilić, M.Sc.	mmarceljak@mioc.hr
Chemistry	Zrinka Topličan, M.Sc.	ztoplican@mioc.hr
Computer Science	Maja Mihalic Skočak, M.Sc. Ilva Vugdelija, M.Sc.	mmihalic@mioc.hr
Physics	Ines Dukić, M.Sc.	idukic@mioc.hr
Mathematics AA (Analysis and Approaches)	Darja Dugi, M.Sc.	ddugi@mioc.hr
	Maja Đerek, M.Sc.	mderek@mioc.hr
	Jelena Kos, M.Sc.	jkos@mioc.hr
Visual Arts	Kristina Antolić, M.A.	kantolic@mioc.hr
Theory of Knowledge	Valentin Lapaine, M.A.	vlapaine@mioc.hr
	Marko Movre, M.Sc.	mmovre@mioc.hr
Croatian C for foreign students	Idana Perić, M.A.	iperic@mioc.hr
History for Croatian national students	Boris Babajko, M.A.	bbabajko@mioc.hr
Geography for Croatian national students	Darko Kanjuh, M.A.	dkanjuh@mioc.hr

In the IB Diploma Programme (IBDP) we offer the following subjects and subject levels:

I	1. Croatian A Literature	SL, HL
II	1. English B	SL, HL
	2. French B	SL, HL
	3. German B	SL, HL
III	1. Economics	SL
	2. Psychology	SL, HL
IV	1. Biology	SL, HL
	2. Chemistry	SL, HL
	3. Physics	SL, HL
	4. Computer Science	SL
V	1. Mathematics AA (Analysis and Approaches)	SL, HL
VI	1. Visual Arts	SL, HL
Core	Theory of knowledge	
	CAS	
	Extended Essay	

Students should choose six IB Diploma Courses (3 HL+3 SL, or 4 HL). Group VI (Visual Arts) may be supplemented by another subject from groups I to V.

Students may choose the seventh course as their Extra certificate. Extra certificate grade or school course grade does not contribute to the IB score, but it does contribute to the GPA calculated for the enrollment to the university in Croatia.

All Croatian citizens are obliged to have Croatian A Literature in the DP, even if they have dual citizenship, one of which is Croatian. Croatian A Literature course is a compulsory requirement for the recognition of IB Diploma as equivalent to *državna matura* and for entering a university in Croatia, the same as History and Geography which are not IB subjects and are implemented in Croatian. Croatian C is offered as a foreign language course. Latin is offered optionally, if there is a sufficient number of interested students.

If and when possible, every student will be provided a subject teacher from their mother tongue to have Language A Literature classes, three periods a week, since these classes are very small and very intense. If this is not possible, the best possible option will be offered to a student as well as the possibility to register the student as “self-taught”, all after a conversation with the IB DP coordinator, the student and their parent(s)/legal guardian.

Because our Language B French and German groups occasionally tend to be small, we sometimes organize classes for 3mn and 4mn students together. The language B teachers in this case adjust the materials covered to the specific needs and knowledge level of students from two different generations.

CHANGES IN SUBJECT AND LEVEL

During September of the 11th Grade students have the opportunity to change one of their subjects and/or levels. An interview is required with the IB Coordinator first and then an e-mail confirming this change has to be sent to the IB DP coordinator by a parent/legal guardian. The possibility of changing subjects ends on October 1.

The only exception to this rule is lowering Math AA from HL to SL because of how demanding this subject level is. In such a case, depending on the date, the Math teacher will decide at which point a student can lower the level and whether a student needs to end a specific unit by writing a test or stay till the end of a semester before changing to SL.

Since the timetable is made during your summer break, taking into account the choice of subjects you opted for on the interviews in June, some of the changes will not be possible in September. Please take this into consideration.

All the changes in the subjects and levels will be made in *e-dnevnik*, as soon as possible. The students should keep a track of this and remind the subject teacher if this is not done in a reasonable period.

CONCLUDING AND REPORTING THE FINAL GRADES

When concluding the grades, subject teachers take into account the results and efforts a student achieves and shows throughout the school year. The concluding grade needs not be an arithmetic mean. Results from some tests (for ex. end-of-semester tests or Mocks) carry more value than quizzes or regular tests. The subject teacher is obliged to inform all students about this, on time, and explain the procedure of how the final concluding grade is obtained in the specific subject at the end of a school year. All final grades have to be concluded publicly, in class.

Under the Croatian Education Act, our school reports students' grades in written form at the end of a school year, both in Croatian and English. We do not issue term reports since we do not conclude the grades at the end of every semester. We conclude the grades at the end of a school year and we issue reports only then. Keeping reports safe at home is essential for applying to potential universities. If lost, our school can issue a duplicate report, at a specific cost. In case a student needs a report duplicate, they must contact their homeroom teacher minimum one week ahead. The homeroom teacher will then explain further steps necessary.

The document entitled "General regulations: Diploma Programme"

<https://www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/general-regulations-diploma-programme-en.pdf> sets out the expectations that IB World Schools and their students

must follow for their assessment results to be validated by the IB, including how to maintain integrity and ensure full compliance when delivering assessments and examinations.

It is the duty of parent(s)/legal guardians to keep track of students results in *e-dnevnik* since teachers record these regularly.

PREDICTED GRADES

When a student needs Predicted Grades in order to apply to a university, they will ask their homeroom teacher for them, minimum two weeks ahead of time. The homeroom teacher will then contact all student`s subject teachers and ask them for a predicted grade from the specific subject level. The homeroom teacher will then make a form, sign and stamp it and send it directly to the university by e-mail the address that will be provided by students themselves.

Another option is that the homeroom teacher sends Predicted Grades to the teacher a student chose to have the role of the counsellor in the application process who will then upload Predicted Grades directly in the university application system. The student needs not know their predicted grades given by subject teachers.

RECOMMENDATION LETTERS

When a student is applying to a university and needs a recommendation letter from their subject teacher, they should ask one from the teacher personally and explain why they need it, i.e. which university they are applying to. This needs to be done minimum two weeks ahead of time. Students usually need two (rarely three) different recommendation letters. The subject teacher who writes the recommendation letter will send it directly to the university by e-mail the address that will be provided by students themselves.

Another option is that the subject teacher who wrote the recommendation letter uploads it directly in the university application system. The student needs not see their recommendation letter written by subject teachers.

POSTANI STUDENT

Postani student is the Croatian electronic system for applying to a Croatian University. Registering in this system is a must for all IB students, regardless of their citizenship, since application into this system offers you to enrol a Croatian university, either as a Croatian citizen or as a foreigner. Even if you chose to attend a university abroad, outside of Croatia, you still have to apply.

The school *državna matura* coordinator will inform you though your homeroom teachers on the steps you need to take and due dates when to sign in and out of the system, and avoid high fines.

The conversion of grades from the IB 1-7 grading system into the Croatian 1-5 grading system on *državna matura* is defined by relevant institutions.

ATTENDANCE PROCEDURES

School begins at 7:45, i.e. according to your Timetable for the specific week.

Students must arrive punctually to the assigned classroom with their books and all necessary materials. They must regularly attend all classes. Should a student arrive late they will not be admitted into the classroom and will have to state the reason of their absence to the class teacher and homeroom teacher and provide an excuse note from a parent. In such situation, the student should use the school library facilities.

Punctuality is of high importance during the entire school day. Attendance records will be taken at the beginning of each class period and noted in the class e-book (*e-dnevnik*).

For the award of report cards and diplomas, full attendance is required. Unavoidable absences must be confirmed by a note from parents and a doctor. In any case of absence, parent(s)/legal guardian(s) must account for it within 3 days, either by e-mail, through *e-dnevnik* or a personal visit to the homeroom teacher.

Excused Absences

Students who are absent up to 3 days can be excused by a written note from parents submitted personally to the homeroom teacher. The excuse note should be presented within 2 days upon the arrival back to school and must include:

1. the date or dates of absence.
2. the reason for the absence.
3. the parent's or guardian's signature.

For the absence longer than 3 days due to illness, a doctor's report is required.

Unexcused Absences

If a student does not bring written permission from home excusing him/her for an absence, he/she will receive an unexcused absence from class, which will result in a disciplinary action, all under the Croatian Education Act.

On request absence

For an absence planned ahead of time a written request should be submitted prior to the absence, signed by both student and parents:

- up to 3 days absence by the homeroom teacher or DP Coordinator;
- longer than 3 days, up to 7, by the Principal;
- longer than 7 days, up to 15, request must be submitted to the Teachers Staff – Nastavničko vijeće.

RULES ON USE OF THE SCHOOL FACILITIES

Students must follow their school schedule. After classes, students are allowed to use the library from 8:00 to 15:00, use the podroom or cafeteria space or the gym for the scheduled extra-curricular activities.

If a gap appears in a student's schedule, they should use the school facilities. No student should roam the halls during class periods or make noise thus disruption classes regularly held in the classrooms. During breaks, when changing classrooms, students are requested to use the right side of the corridor and stairs to avoid crowding. The shift should be made efficiently and orderly.

ILLNESS AT SCHOOL

Students who become ill at school should report to the homeroom, class teacher or IBDP Coordinator. Students must not leave the school without permission since the teacher needs to make sure the student is able to leave the school on their own. The school staff will also inform the parent about the case of illness.

CATCHING UP ON WORK MISSED AND BEING ABSENT FROM AN ANNOUNCED TEST

After an absence, it is the student's responsibility to find out which assignments were missed. It is also the student's responsibility to set up a schedule to catch up on work missed during an extended absence. Students with specific questions are invited to contact teachers to visit them during their office hours.

In case when a student misses a previously announced test, they will write it the first period from that specific subject once they are back in school. In case of a longer sick leave, the subject teacher is allowed to estimate at which point the student will write the test once they are back to school.

DEADLINE SKIPPING PROCEDURE OR LATE SUBMISSION OF EXTENDED ESSAYS, TOK EXHIBITION, TOK ESSAYS, INTERNAL ASSESSMENTS AND MISSING THE ORALS RECORDING TIME

During their two years in the Diploma Program, particularly in their last year, IBDP students have to meet quite a few requirements from different subjects which teachers set deadlines for and announce them to students in the School Calendar at the beginning of every school year.

Subject teachers have to see these students' works in different phases of their creation, i.e. production, so that they can guarantee that each of these are authentic works of our students, as is required by the International Baccalaureate Organization (IBO). This is why we set deadlines for outlines, drafts and finals versions of students' works. Since the IBDP coordinator has to confirm several times when uploading and submitting each student's work that the work is an authentic work of the student, the IBDP coordinator will refuse to do so unless the subject teacher confirms the student respected all the deadlines and saw the specific work in all phases of its creation.

In case any student misses the deadline previously set by the subject teacher, the student has to write a request addressed to the IBDP Teaching Staff, send it to ravnatelj@mioc.hr, state the reason for missing a deadline and ask for a new deadline. The IBDP Teaching Staff will then, within 3 working days from the date of submitting the request for granting a new deadline, arrange a committee and the student will have to present the specific phase of a specific written work to the subject teacher, co-expert teacher and the IBDP coordinator. The same will be applied if a student misses the oral recording time for Language A and Language B since these are always arranged well ahead of time and agreed on between a student and the subject teacher.

STUDENT TRANSFERS

If you should change schools for any reason during the school year, parents must contact the IB Coordinator. Students are required to return all books to the library and to subject teachers, receive their signature, and submit the form to IB Coordinator prior to their departure. The locker should be emptied, and all the school fees must be covered. It is only then that you can receive a report card with your grades.

STUDENT DISCIPLINE

Discipline rules at the school have been designed to allow students as much freedom and responsibility as possible under the circumstances and to ensure that the school's primary function – *education* - is achieved. The school reserves the right to take disciplinary action if a student's behaviour in or out of school affects the reputation or well-being of the school community.

DISCIPLINARY PROCEDURES

The individual classroom teacher is expected to deal with tardiness and routine student behaviour. Other problems, such as habitual class cutting, repeated lateness, and repeated class disruption, will be dealt with by the homeroom teacher and the IBDP Coordinator. The teaching staff will impose appropriate penalties. The homeroom teacher or the IBDP Coordinator will contact the student's parents / guardians and appropriate authorities immediately when the misbehaviour is related to assault, vandalism, theft, drugs, alcohol or destruction of personal or public property or after a 3 day long absence without a proper notification.

CODE OF CONDUCT

Students are expected to conduct themselves in a manner that brings respect and honour to themselves, their parents and the school. Courtesy in behaviour, language and manner is expected of students at all times. Matters of discourtesy in the classroom will be handled by the classroom teacher. Discourtesy outside the classroom will be referred to the homeroom teacher and IBDP Coordinator.

Students are expected to:

- always demonstrate respect for all fellow students and school personnel,
- be respectful of school property,
- not sit on window sills,
- not write on desks or walls,
- not move school furniture without permission,
- not put their backpacks on the desk during classes,
- pick up litter at all times, whether they drop it or not,
- never touch a fire extinguisher in fun; their purpose is to prevent small fire to spread,
- not take anything that belongs to somebody else,
- not smoke – smoking is not allowed in the school building or on the school grounds,
- not put headphones during classes,
- not eat or drink during classes; no food may be brought into the classroom; tins, napkins, and leftovers must be disposed of in proper garbage containers
- turn off their cellular phones during lessons.

NOTE: Harmful objects like knives, guns or similar, alcohol, drugs, electronic cigarettes and tobacco are strictly forbidden in the school. Headphones or cellular phones should not be used during classes, unless this is allowed by a subject teacher for a specific reason.

IN CASE OF MISCONDUCT

For misbehaviour or rude conduct, the school has a system of penalties all governed by the Croatian Education Act.

STUDENT’S DRESS CODE

It is expected that students are appropriately dressed. Students and parents must take the responsibility to ensure that a student has a neat and decent appearance.

During the Mocks and Finals, while exams are held in the small gym, students must use a clean pair of sneakers or bring slippers; otherwise, they must take their shoes off and remain in socks.

When using the gym, students should bring an extra pair of tennis shoes and the required outfit.

Students should use their lockers to keep all personal property (coats, umbrellas, etc.) secured.

The school does not take any responsibility for lost, misplaced or stolen valuables but will assist our students in taking appropriate steps.

TEXTBOOKS

Students are responsible for the textbooks assigned to them by subject teachers or borrowed in the school library. All books are school property and must be cared for and returned in the condition received. If books are lost or damaged, student will have to replace them, at personal cost. At the end of the year, before receiving the report card, the student should submit the “Return of books form” as a proof that all books have been returned.

LOCKERS

Please provide your own lock for your locker. Do not keep valuables inside. You are not allowed to attach stickers or write on your locker. Keep your lockers clean and tidy. Do not leave books, bags, and clothes on top of lockers. Please, do not use other student’s locker, even if it is empty.

STUDENT APPRECIATION

At the end of the school year, written commendations can be assigned to students for excellent and outstanding academic performance, creative participation in curricular and extra-curricular activities, participation in various competitions, exercising polite, well-mannered behaviour, which serves as a role model to other students.

Written commendations may be given by the teaching staff based on the recommendation of the homeroom teacher, subject teacher or other faculty member

ACADEMIC INTEGRITY

IBO is very particular about academic integrity, malpractice, plagiarism or cheating. At the beginning of every school year, student and their parent(s)/legal guardians sign the *Academic Integrity Statement*. All the details can be found in the School’s *Academic Integrity Policy*.

PROMOTION TO THE NEXT YEAR/GRADE (DP2)

Requirements for the promotion to Grade 12:

- a minimum of 23 points in your six Diploma courses. Extra certificate subjects do not contribute to the total number of points;
- not a single negative grade in any of your Diploma courses (1 in SL or 1 or 2 in HL courses);
- TOK requirements have to be met;
- CAS requirements have to be met as well.

Students with one or two negative grades or with less than 23 points will have to take extended classes and then sit for the subject exam. Students who fail to submit the required lab reports, projects, essays, portfolios, and CAS diaries will be in extended classes as well. First re-sit session after the extended classes end takes place at the beginning of July and the second in late August. Students with a negative grade or with less than 23 points after taking re-sit exams will have to do Grade 11 or 12 again.

IBDP GRADING SCALE

IB grading scale of 1 – 7 is applied in all Diploma courses **at the end of Grade 11 (DP1) and Grade 12 (DP2)** and the equivalence to the Croatian scale 1-5 is as follows:

IB grade	1-5 equivalence
7	5
6	5
5	4
4	3
3	2
2	2
1	1

Total points	Overall achievement / Uspjeh
34 +	Excellent / Odličan
28 - 33	Very good/ Vrlo dobar
24 - 27	Good / Dobar
23	Sufficient / Dovoljan
22	Failed / Nedovoljan
GPA – grade point average is calculated in <i>e-Matica</i> inclusive of extra certificate and school complimentary course	

IB DIPLOMA RECOGNITION

IB Diploma is recognized at universities worldwide. Croatian national requirements regarding the IB Diploma recognition should be checked with the national Ministry of Education and specific universities. In Croatia, IB Diploma is equivalent to *državna matura*.

FINAL IB EXAMS (GRADUATION) AND AWARD OF THE IB DIPLOMA

Conditions for award of the IB diploma:

1. All assessment components for each of the six subjects and the additional IB diploma requirements must be completed for the award of the IB diploma.
2. A candidate will not qualify for the award of the diploma if the following requirements have not been met:

Failing conditions:

1. CAS requirements have not been met.
2. Candidate's total points are fewer than 24.
3. An N has been given for theory of knowledge, extended essay or for a contributing subject.
4. A grade E has been awarded for one or both of theory of knowledge and the extended essay.
5. There is a grade 1 awarded in a subject/level.
6. Grade 2 has been awarded three or more times (HL or SL).
7. Grade 3 or below has been awarded four or more times (HL or SL).
8. Candidate has gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. Candidate has gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
5. A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma.

Please acknowledge that even without a negative grade or with 24 points achieved, IB DP student may still not receive the IB Diploma due to specific failing conditions.