



IB Diploma Programme Admission Policy 2025-2026

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Reviewed by	IBDP Team
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Related Documents	<i>La Paz Admission Policy</i>

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ADMISSION TO THE INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME (DP) FOR LA PAZ COMMUNITY SCHOOL STUDENTS

La Paz Community School places a strong belief in the advantages offered by the International Baccalaureate Diploma Programme (IBDP). As a testament to this commitment, the DP serves as the official 11th and 12th-grade curriculum for all students, following a non-selective approach. It underscores the school's dedication to providing an inclusive and comprehensive educational experience.

It is noteworthy that the DP's internal and external assessment components are mandatory for all Costa Rican students. This requirement is in alignment with the pursuit of the Costa Rican National Diploma, further demonstrating the school's dedication to meeting both international and national educational standards.

ADMISSION TO THE INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME (DP) FOR NON-LA PAZ STUDENTS

- Applicants must comply with La Paz Community School's admission process.
- Eleventh-grade applicants will be admitted based on acceptable performance in 9th and 10th grade, as determined by the admissions process to La Paz.
- In the case of students entering the senior year, the DP courses the student enrolled in the 11th grade must match the courses offered by La Paz. If the courses do not match 100%, Pamoja online or self-taught courses can be considered. The family will take over the cost of these courses. The status report for CAS, EE, TOK, internal and external assessments is required.

- All applicants in Year 1 must complete and submit La Paz Community School: IBDP Commitment Agreement (Appendix A) by the first week of the school year in September.

CONSIDERATIONS WITHIN THE DIPLOMA PROGRAMME AT LA PAZ

- As established by the *Diploma Programme Assessment Procedures*, “the students taking the diploma study six subjects selected from the subject groups. Normally, one subject is chosen from each group with three of these studied as higher level (HL) and three studied as standard level (SL)” (9).
- Students who comply with the following are eligible for a bilingual diploma
 - “Completion of two languages selected from the studies in language and literature group with the award of a grade 3 or higher in both languages.” (*Diploma Programme Assessment Procedures*, 12).
 - “Completion of one of the subjects from the individuals and societies, or sciences subject groups in a language that is not the same as the candidate's nominated studies in language and literature language. The candidate must attain a grade 3 or higher in both the studies in language and literature language and the subject from individuals and societies or sciences subject groups.” (*Diploma Programme Assessment Procedures*, 12).
- DP students may request a subject change within the first half of the first trimester of Year 1 (when Progress Reports are sent home). To initiate this change, students are required to send a formal email to the Diploma Programme Coordinator, providing detailed reasons for the requested adjustment.

- All DP students must finalize their subject choices for testing in Year 2, whether in the Diploma or Course category, by June of Year 1 (Appendix B).
- The minimum enrollment threshold to offer a DP course will be determined annually.
- Students who take Math HL need to have taken Advanced Math in 9th and 10th grade.
- During the break between Year 1 and Year 2, students receive a detailed task checklist designed to guide their work on internal and external assessments related to the Diploma Programme. This preparation supports their readiness for the two upcoming trimesters leading up to the May examinations

THE KEY TO IB SUCCESS

At La Paz Community School, we believe that the International Baccalaureate Diploma Programme (IBDP) is an opportunity for all students. That is why it serves as the core curriculum for 11th and 12th grade. We also recognize that success in the IBDP is built through a collaborative effort between students, families, and the school community.

To support this shared journey, we have developed the following reflection rubric. Its purpose is to encourage all members of the process to pause, reflect, and consider how the learning experience is progressing. Over the years, we have observed that students who demonstrate strong habits and skills in the areas outlined by the rubric tend to achieve higher overall results in the IBDP.

This tool is meant to empower each student to take ownership of their growth by critically evaluating their strengths and areas for development, ultimately supporting them in reaching their full potential.

Criteria	Responsibility	Description	Max Points (subjective)
Academics	Student (School)	-Previous knowledge, retention and application of knowledge	7
Commitment	Student (Family)	-Ability to focus, persevere, be consistent, be timely with work completion, attendance	7
Critical Thinking	Student (School)	-Ability to analyze and consider different perspectives	7
Health	Student (Family)	-Sleep, nutrition, balance, family support and structure	7
Teacher Quality	School	-Motivating, inspiring educators with strong content knowledge and a commitment to student well-being. -Teacher retention and continuity.	7
School/Class Culture	School (Student)	Integration of IB profile and skills across disciplines and in previous grades. Class culture dynamics.	7
Variables	Student-Family -School	-Selection of courses yields a variation in results due to varying difficulty of courses and tests -Test day emotional variability	3
Total			45

ATTENDANCE

School Year Structure

The school year at La Paz commences in September and concludes in July, with designated periods allocated for breaks throughout the academic year. It is expected that families plan vacation trips, health appointments, and any other activities requiring an extended absence during these designated breaks.

Attendance Expectations

Consistent attendance (90% per trimester) is imperative for the development of skills, growth, and compliance with the required hours of instruction within the

Diploma Programme. Families are expected to prioritize school attendance to ensure students can fully engage with and benefit from the educational opportunities provided. If absent, earning back the hours is crucial for students.

Procedures for Absences

- Three Absences (excused or unexcused) per subject in a trimester:
 - An email will be sent home, and an attendance contract among parents, students, and school will be signed.
- Five Absences (excused or unexcused) per subject in a trimester:
 - The student is required to attend additional class time on Monday and/or Wednesday from 3:00 to 4:00 in the library to complete the hours missed.
 - If students do not attend these sessions after being asked, an email reporting the situation and explicitly describing that the subject matter will not be covered will be sent to the parents or legal guardians.
- Eight Absences (excused or unexcused) per subject in a trimester:
 - The student will be in academic insufficiency, which places him/her in a disadvantageous situation.
 - Help outside school will be required, and the work that has not been submitted will not be accepted for grading.

By adhering to this policy, we ensure that students meet the academic requirements and make the most of the educational opportunities provided at La Paz.

Important Considerations

- **Scheduled Tests:** If a student is absent for a scheduled test, he/she must make up the test after school on Thursday in the library, where the librarian will proctor these sessions. This is applicable only if the absence is excused and accepted.
- **Collaborative Tasks in Visual Arts, Theatre, Physics, and Biology Lab Exercises:** If a student misses a collaborative task in these subjects, the task cannot be rescheduled or recovered due to the nature of the activities. The student is required, in these cases, to research independently to attempt to understand the missed material.
- **Organization and Deadlines:** A calendar with deadlines for internal and external assessment IBDP components will be shared to help students organize their time effectively.

Excused Absences

- **School-Related Sports Events:** Participation in school-sanctioned athletic competitions.
- **AACP Students:** If conditions and expectations outlined in the contract are respected. The student should share their schedule with teachers at least 48 hours in advance.
- **Health Issues:** Absences due to illness.
- **Family Bereavement:** Absences due to the loss of an immediate family member

Tardies

- **First 10 Minutes:** The student is marked as tardy.
- **After 15 Minutes:** The student is marked as absent.

Registration of Students on IBIS

The International Baccalaureate Information System (IBIS) is the official platform used to register students for the May session examinations each year. It is indispensable for students and parents to complete Appendix B when the IBDP coordinator sends it to avoid misunderstandings or misinformation when registering a student.

The information provided in this document (Appendix B) will be used to register the candidate before the IB. It is crucial that all the information submitted is accurate, as it will be transferred to IBIS exactly as provided. Any incorrect information will be the responsibility of the student and their parents/legal guardians. Misinformation may incur additional costs that need to be covered by the family, particularly concerning subject selection, subject level selection, and subject language selection.

Please note the fees associated with making changes after the registration deadline:

- Adding a subject or making amendments to a subject, level, or response language, including TOK or an EE, during the registration period: \$40 (before November 15)
- Adding a subject or making amendments after the registration period: \$157 (before January 15)

We encourage careful review of all information to avoid any unnecessary costs.

BIBLIOGRAPHY

"Programme Standards and Practices." International Baccalaureate Organization, April. 2020.

"Diploma Programme Assessment Procedures 2025." International Baccalaureate Organization, November. 2023.

APPENDIX A: FOR STUDENTS ENTERING THE PROGRAM IN 11TH GRADE

La Paz Community School: IBDP Commitment Agreement

Please fill out the enrollment form provided below. Both you and your parent/guardian should sign and date the enrollment agreement. Once completed, please return the document digitally to the Diploma Programme Coordinator at ibcoordinator@lapazschool.org

Student Information

Last Name:

First Name:

Middle Name:

Date of Birth (mm/dd/yyyy):

Identification Number:

Personal Email:

Parent/Guardian Information

Last Name:

First Name:

Phone Number:

Alternate Phone Number:

Email:

Last Name:

First Name:

Phone Number:

Alternate Phone Number:

Email:

As a student of the Diploma Program (DP) of the International Baccalaureate (IB) at La Paz Community School, I understand the following program components listed below and agree to adhere to them:

1. I understand that the IB program is a rigorous pre-university two-year course of study that leads to examinations at the end of year 2. These assessments are designed, evaluated, and monitored by the International Baccalaureate Organization.
2. I understand the aim of the IB Diploma Programme is to develop internationally minded individuals. These individuals recognize their common humanity and shared responsibility for the planet; they work towards creating a more peaceful world
3. I will strive to be an inquirer, a thinker, a communicator, principled, and open-minded whilst being a risk-taker, who is balanced, knowledgeable and reflective.
4. I will strive to be an international-minded student who is open-minded in my attitude and display curiosity about the world and its cultures. ,
5. I agree to follow the guidelines and to complete the expected requirements of six subjects (3 HL & 3 SL or 4 HL & 2 SL) as well as the core courses: CAS (Creativity, Activity, Service), the Extended Essay (EE), and Theory of Knowledge (ToK).
6. I know that I must have at least 90% attendance rate in each IBDP course every trimester, and I understand that attendance lower than this can significantly compromise my achievement and attainment of a satisfactory grade in each course.
7. I understand that ManageBac is the official and only platform used to upload work in an accessible format (PDF, DOC, DOCX, PPT, JPEG, MP3, and MP4), to download reports, to see general IBDP messages from the DP Coordinator,

CAS/EE Coordinator, TOK Instructor and subject-specific teachers, and to see general and subject-specific calendars.

8. I am aware that Turnitin will be one of the tools that the instructors will employ to verify the similarity index/originality of my documents.
9. I agree to complete and submit all required IBDP drafts and final versions of internal and external assessment components on the established dates by each subject teacher and coordinator.
10. I understand that not complying with deadlines established for the submission of internal and external assessment components can result in not obtaining the one-time feedback that teachers are allowed to give, not providing the required originality authentication, or the non-submission of the documents before the International Baccalaureate Organization (IBO).
11. I agree to participate fully in all required activities, both inside and outside the classroom.
12. I accept that a significant amount of work will be independent study of my classes at La Paz like for CAS and the EE.
13. I understand that during the breaks after each trimester and between school years, I will have assignments to complete.
14. I will strive to manage time efficiently and to work to my full potential.
15. I will attend meetings as required with the IB Coordinator to discuss current academic progress, progress toward IB exams, and other IB requirements.
16. I will always be able to sign my name to the following statement, "*On my honor, I promise that I have neither given nor received help on this assignment/examination, nor will I pass on information to others. I am not submitting the work of others as my own, nor have I used a computer translator. I will take appropriate action in the following ways to initiate*

investigation of a perceived violation: confront my peer, tell my teacher and/or inform the DP coordinator so we can all guard against malpractice within the program. I understand that the school will always verify the authenticity of my work before submitting it to the IB."

- 17.** I understand that not complying with the IBO's and La Paz's academic integrity documents and policies will result in a non-submission of any internal or external assessment component. Additionally, this action will affect my attainment of the MEP Diploma and The IB Diploma.
- 18.** I understand that being in a rigorous academic program rests upon my personal responsibility and dedication. I commit myself to good attendance, cooperation, respect for others and the school, and a serious work ethic to complete the requirements of my IB Diploma Programme courses.
- 19.** I have read the following documents thoroughly and have understood them.
- 20.** I have read the La Paz IBDP Commitment Agreement thoroughly and agree to the terms and conditions stated above.

Student Name

Student Signature

Date

As the parent/legal guardian of _____, I/we understand that

1. My child accepts enrollment in the IB Diploma Programme, recognizing there will be requirements (academic and otherwise) which are inherent to the program at La Paz.
2. This program is rigorous and success in it requires that the student, parent(s), teachers, counselors, and the DP coordinator all work together to ensure the student's success.
3. I/We should be diligent in monitoring my child's progress in IB classes through Managebac a minimum of twice a week.
4. I/We should contact the IB coordinator and/or teachers as soon as possible if there is a question or concern regarding my child's progress in classes.
5. I/We should be supportive of my child's due dates and school obligations, including vacation/breaks IB tasks after each trimester, and between school years.
6. I/We should be supportive of CAS activities.
7. I/We should be understanding and supportive of the challenges of a high school student in an advanced level of study.
8. I/We give permission for my child to participate in all officially recognized activities in the classroom and beyond.
9. I/We understand and have read the following documents:
10. I understand the commitment my child has made, and I support my child's efforts. I have read the La Paz IBDP Commitment Agreement and agree to the terms and conditions stated above.

Parent/Guardian Name

Parent/Guardian Signature

Date

APPENDIX B: CANDIDATE DETAILS FOR REGISTRATION (11TH GRADERS ENTERING YEAR 2)

Candidate Details for Registration

(This information is as the IBO requires it for registration purposes)

The information provided in this document will be used to register the candidate before the IB on its information system platform, IBIS. It is crucial that all the information submitted is accurate, as it will be transferred to IBIS exactly as provided. Any incorrect information will be the responsibility of the student and their parents/legal guardians. Misinformation may incur additional costs that need to be covered by the family, particularly concerning subject selection, subject level selection, and subject language selection.

Please note the fees associated with making changes after the registration deadline:

- Adding a subject or making amendments to a subject, level, or response language, including TOK or an EE, during the registration period: \$39 (before November 15)
- Adding a subject or making amendments after the registration period: \$155 (before January 15)

We encourage careful review of all information to avoid any unnecessary costs.

Personal Information

First name:

Middle name:

Last names:

Date of Birth (mm/dd/yyyy):

First Nationality:

First Language::

Second Nationality:

Second Language:

Subject	Level	Language
	<input type="checkbox"/> SL <input type="checkbox"/> HL	<input type="checkbox"/> English <input type="checkbox"/> Spanish
	<input type="checkbox"/> SL <input type="checkbox"/> HL	<input type="checkbox"/> English <input type="checkbox"/> Spanish
	<input type="checkbox"/> SL <input type="checkbox"/> HL	<input type="checkbox"/> English <input type="checkbox"/> Spanish
	<input type="checkbox"/> SL <input type="checkbox"/> HL	<input type="checkbox"/> English <input type="checkbox"/> Spanish
	<input type="checkbox"/> SL <input type="checkbox"/> HL	<input type="checkbox"/> English <input type="checkbox"/> Spanish
	<input type="checkbox"/> SL <input type="checkbox"/> HL	<input type="checkbox"/> English <input type="checkbox"/> Spanish
TOK	N/A	<input type="checkbox"/> English <input type="checkbox"/> Spanish
CAS	N/A	<input type="checkbox"/> English <input type="checkbox"/> Spanish
EE	N/A	<input type="checkbox"/> English <input type="checkbox"/> Spanish

Student name:

Student signature:

Legal guardian name:

Legal guardian signature: