Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2019: LANGUAGE DEVELOPMENT AGREEMENT**

The current status of all junior IB students is that of ANTICIPATED CANIDATE. **In order to qualify to register for senior year IB exams and the status of CAREER-RELATED CERTIFICATE CANDIDIATE, the anticipated candidate must successfully complete all the tasks in the timeline listed below.**

**The IB Language Development Portfolio (LDP) is a requirement for all Career-Related Certificate candidates. Students who do not submit an LDP in accordance with the guidelines set by the International Baccalaureate Organization (IBO) and in accordance with the timeline and guidelines set by the Hardaway High School International Baccalaureate Programme will not qualify to earn the IB Career-Related Certificate regardless of scores on the IB exams.**

Students should make every effort to produce quality work without overstressing themselves. This can be accomplished with prior planning and not procrastinating. Students must receive a passing score on the LDP to be eligible for the Career-Related Certificate. It could determine whether or not the student earns the IB Career-Related Certificate.

**IB LANGUAGE DEVELOPMENT TIMELINE**

|  |  |
| --- | --- |
| Due Date | Task/Event |
| November, 2017 | Specific guidelines for the LDP will be introduced in PPS.  |
| Dec. 15, 2017 | LD supervisor secured, and this form signed and returned to advisement teacher. |
| Jan. 15, 2018 | **Mandatory** meeting with LD supervisor to go over self-assessment and other forms. Work with your supervisor to set your learning goals & brainstorm resources you can use to begin accomplishing these goals. This meeting MUST be documented on the signature sheet. |
| March 12-23, 2018 | Meet with your LD supervisor for a progress check. Bring an organized portfolio including evidence of progress AND reflections on your progress. It would be a good idea to have your supervisor check your reflections to ensure that you are doing them properly. |
| May 7-18, 2018 | **Mandatory** meeting with your LD supervisor for a progress check. Bring your organized portfolio including ALL evidence of progress AND reflections on your progress. At this meeting you should review progress, reassess resources being used, and set specific goals for summer. This meeting MUST be documented. If you have not met adequate progress at this point, your IB Magnet status may be in jeopardy. |
| Summer 2018 | Continue working on LD independently. If you have specific concerns, you may contact your supervisor by the method indicated on the contract. If you experience difficulty reaching your supervisor, please contact Mr. Snow via e-mail, and he will work to get in touch with your supervisor.  |
| August 20-31, 2018 | **Mandatory** meeting with LD Supervisor. The student is responsible for arranging the meeting. Bring ALL evidence of progress AND reflections on your progress. At this meeting you should share your summer progress with your supervisor and set goals for the senior year. This meeting must be documented. |
| October 22 - November 2, 2018 | **Mandatory** meeting with LD Supervisor to check for any major gaps or issues with the LDP. Make sure to bring your fully assembled portfolio so your supervisor can check it. This meeting MUST be documented. If you have not met adequate progress at this point, you may not be registered as an IB Career Candidate |
| January 8-18, 2019 | **Mandatory** meeting with LD Supervisor. This is the FINAL meeting to check/review portfolio to address any final concerns. It would be a good idea to ask your supervisor to bring a letter to this meeting that speaks to the quality of work and effort you have put into this project. This meeting MUST be documented on the signature sheet. The signature sheet should now be complete. |
| Feb. 28, 2019 | Final LDP due to Mr. Snow. Drop it off in his office by 8:10 AM. |

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Target Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supervisor Agreement***

*I have met with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and discussed his/her progress thus far on the Language Development Portfolio and agree to assist him/her with the Language Development process, ensuring that I will be available through the communication method(s) listed below over the summer of 2018 and to meet at the required times as specified in the LD Timeline.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Supervisor’s printed name Supervisor’s signature Date

**Supervisor’s** contact information during summer of 2018:

[ ]  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Text message preferred

[ ]  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Agreement***

* *I have read the entire IB Language Develoment Agreement.*
* *I am aware that I am responsible for working with the above supervisor to complete the Language Development Portfolio process and am responsible for initiating contact and meetings.*
* *I understand that the Language Development Portfolio is an IB Career-Related Certificate Programme requirement.*
* *I certify that I have received this timeline in November of 2017 and that it is my responsibility to meet the deadlines so that I may remain in good standing in the IB Magnet Programme at Hardaway High School and qualify to take my IB exams.*
* *I realize that each IB school has the authority to set its own internal timeline for the LDP.*
* *I am aware that the quality of my Language Development Portfolio may determine whether or not I am awarded an IB Career-Related Certificate.*
* *I know that no Language Development Portfolios will be accepted after the final due date.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Student’s printed name Student’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Parent’s printed name Parent’s signature Date

**Due to your PPS Teacher by 28 February, 2019.**