St. Mary’s International School

**Timeline for the Completion of High School Written Policies**

**Academic Honesty, Assessment, Language, Special Educational Needs**

**2013**

**September 30** : Finalize HS Policies Committee Members

Cris Copping (Chair)

Silke Conrad (Special Educational Needs)

Jeff Vogt (Academic Honesty)

Jill Ramage (Assessment)

Yayoi Yoshioka (Language)

**October 9:** Disseminate information about the HS Policies Committee all members of the IB

Department, and invite teachers to apply for committees

**October 18:** Finalize subcommittees

**November 1:** First full HS Policies Committee meeting

Timeline, nature of task, operating guidelines

**Week of November 11**: First subcommittee meeting

Defining the task

Sub-committees: **Academic Honesty, Admissions, Assessment, Language, Special Educational Needs**

**Week of November 25**: HS Policies Committee meeting

Information gathering; stakeholders; mechanisms; directions

**Week of December 9:** Subcommittee meetings

Identifying areas of information gathering

**2014**

**Week of January 20:** Subcommittee meetings

Formulating data-gathering mechanisms

**Week of February 3:** Implementing data gathering mechanisms

**February 25:** HS Policies Committee meeting

Data

**Week of March 11:** Subcommittee meetings

Data Analysis

**April 22:** HS Policies Committee meeting

Problems; directions; preliminary findings

**Week of May 16:** Subcommittee meetings

Formulating an initial draft: identifying parameters; incorporating data

**May 27:** HS Policies Committee meeting

Elements of a draft policy

**September 2:** HS Policies Committee meeting

Taking stock; obstacles and solutions

**Week of September 15**: Subcommittee meetings

**September 30:** HS Policies Committee meeting

A first draft ready

**Week of October 21:** Subcommittee meetings

Finalizing a draft

**November 4:** HS Policies Committee meeting

Final drafts submitted to the committee

**November 7:** Policies submitted to HS administration

**November 10 – 24:** Modifications

**Week of December 1:** Adoption of policies in the High School