



CIS Beijing Promotion Policy

CISB PROMOTION POLICY Policy No: CISB006

Subject: Promotion Policy

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CIS Beijing Guiding Statements

SCHOOL MISSION

Developing Learners into Passionate
Leaders

SCHOOL VISION

Compassionate
Inquisitive
Successful
Balanced

SCHOOL VALUES

Community
Integrity
Resilience
Respect
Trust

SCHOOL MOTTO

Together is Better!

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SECTION ONE: Purpose

The CISB Promotion Policy outlines clear criteria for academic advancement within the Middle Years Programme (MYP), Diploma Programme (DP), and New Brunswick (NB) program. Aligned with our mission to develop passionate leaders, it upholds high academic standards while emphasizing inquiry-driven and experiential learning. This policy ensures accountability, engagement, and holistic development, guiding students toward the most suitable Grade 11–12 pathway to maximize their success and university opportunities. Ultimately, it reinforces a supportive, collaborative learning environment rooted in our core values: compassion, integrity, resilience, respect, and trust.

MSHS Leadership make the final decisions about the best graduation pathway for students based on the criteria below and all other relevant data (please see the section below about Pathways).

SECTION TWO: Attendance Requirements

Students must maintain a minimum attendance rate of 90%. This equates to approximately four weeks of missed school over the academic year or one absence every two weeks, which can significantly impact learning. Attendance is recorded during morning homeroom at 8:15am. Students arriving late must sign in at the office to ensure their attendance is updated. Failure to do so may result in an unexcused absence. Absences due to unavoidable circumstances—such as passport renewal appointments, family emergencies, etc. where reasonable proof can be provided—will not count toward the total, allowing students to maintain high attendance despite occasional necessary absences.

SECTION THREE: Middle School Requirements

3.1 Overview

Below are the requirements for students in Middle School (Gr 6 – 8). MSHS Leadership track the performance of Middle School students throughout the school year. At the end of Semester 1, any Middle School students who are not on track for promotion will be placed on Academic Contract. This contract is clear communication to families of the requirements, the specific subjects requiring improvement, the timeline by which the improvement needs to be made, support provided by CISB for the student to achieve promotion requirements and strategies for home learning. Academic Contracts will be provided and explain in meetings between the student, parents, and MSHS Leadership.

If Middle School students do not meet the promotion requirements by the end of school year (calculated by the Final Report), students may be required to repeat the grade level to ensure their learning is on track for graduation.

MSHS Leadership may promote students when it is in the interests of the student's wellbeing.

3.2 MYP Grade 6-8 End of Year Requirements

- minimum of 28/56 on the final report card
 - points can be earned from each of the following subjects on the Final Report card: Language & Literature; Language Acquisition; Individuals & Societies; Science; Math; Arts; Design; and PHE
- minimum 3/7 in each subject area
- WIDA score of:
 - 3.6 – by May 1st of Grade 6
 - 4.0 – by May 1st of Grade 7, with a minimum 3.5 in both reading and writing components
 - 4.6 – by May 1st of Grade 8, with a minimum 4 in both reading and writing components (or equivalent standardised English test)
- Gr 8 to 9 - minimum 5/7 in Math to be eligible for Math Extended
- minimum attendance rate of 90%

SECTION FOUR: High School Requirements

4.1 Overview

Below are the requirements for promotion requirements for students in High School grades. From Gr 9 or 10 onwards, the report scores may count for university entrance depending on the university destination.

If Gr 9 and 10 students do not meet the promotion requirements by the end of school year (calculated by the Final Report), students may be required to repeat the grade level to ensure their learning is on track for graduation.

Students in Grade 10 take the CEM / CAT4 assessments to receive predicted results that help assess readiness for selected subjects. These results provide valuable insights, and other factors, including, but not limited to academic performance and teacher recommendations, will also be considered in the decision-making process.

High School students who are not on track for promotion will be placed on Academic Contract. This contract is clear communication to families of the requirements, the specific subjects requiring improvement, the timeline by which the improvement needs to be made, support provided by CISB for the student to achieve promotion requirements and strategies for home learning. Academic Contracts will be provided and explain in meetings between the student, parents, and MSHS Leadership.

During Grade 11, student academic performance is monitored throughout the year. Support, feedback and guidance is documented through Personalised Learning Plans.

Maintaining a strong GPA for university entrance is essential, so a mid-year check occurs to ensure that students are enrolled in the pathway that will best support their success.

For students continuing in the IB Diploma (or IB Certificates) who score a 3 on the Semester 1 Report Card, are placed on a Support Plan for those subjects.

For NB Diploma students, students who are scoring below 70% on the Semester 1 Report Card, are placed on a Support Plan for those subjects.

Support Plans outline the key curriculum objectives by topic that students need to work on, detailed PLP updates (general work habits, strategies for specific papers, Student Support Session plans, and additional guidance. This plan represents an agreement between CISB and the family. These plans are explained to parents and students in additional Pathways meetings.

For High School students who are not meeting the following requirements at the end of the school year (and Semester 1 for Gr 11), are placed on an Academic Contract. This contract is clear communication to families of the requirements, the specific subjects requiring improvement, the timeline by which the improvement needs to be made, support provided by CISB for the student to achieve promotion requirements and strategies for home learning. This contract is explained to parents and students in additional Pathways meetings.

High School students who do not meet promotion policy requirements may be asked to repeat the grade level or change pathways to ensure that they are on track for graduation.

4.2 MYP Grade 9 End of Year Requirements

- minimum of 30/56 on the final report card
 - points can be earned from each of the following subjects on the Final Report card: Language & Literature; Language Acquisition; Individuals & Societies; Science; Math; Arts (Major); Design (Major); and PHE
- minimum 3/7 in each subject area

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- minimum 5/7 in Math Standard to be eligible for Math Extended
 - WIDA overall score of 5.0, with a minimum score of 4.5 in reading and writing components by May 1st of Grade 9 (or equivalent standardised English test)
 - minimum attendance rate of 90%



CISB Pathways Programme

4.3 CISB Pathways Programme (Grades 10 - 12)

The CISB Pathways Programme was launched in 2024 to offer a personalized approach to ensure a successful graduation pathway for all students. CISB offers various pathways for students that lead to graduation to either the New Brunswick Diploma, or the IB Diploma or indeed with both Diplomas.

This programme includes a series of individual meetings with all Gr 10, Gr 11 and Gr 12 students and their parents and with the HS leadership team and the University Guidance counselor. The aim of these meetings is to cross reference subject selection with programme selection, and GPA and University applications.

All advice and decisions will be informed by the following:

- school grades and GPA
- results from the CEM and CAT4 tests
- subject selection
- information on the Personalised Learning Plans (PLPs)
- entrance requirements for specific University courses

At every step of the way, students should be made aware of the university entrance requirements for their preferred courses at their preferred institutions. The University course requirements have a direct bearing on the pathway the student should take.

4.4 Personalised Learning Plans (PLPs)

Personalized Learning Plans (PLPs) are dynamic documents designed to keep students on track toward achieving their graduation outcomes by providing a clear and structured pathway for growth. The purpose of PLPs is to ensure that students receive specific, actionable feedback for each assessment component from their

teachers, offering tailored advice to help them reach the next level of performance. These plans emphasize student involvement in goal setting, encouraging them to take ownership of their learning journey while identifying areas for improvement. Regular updates to the PLP throughout Grades 11 and 12 allow for continuous reflection, progress tracking, and revision of goals as students advance. Online versions of PLPs are shared with students, parents, teachers and school leadership so that updates are available to all stakeholders.

4.5 MYP Grade 10 End of Year Requirements

4.5.1 Requirements for entering the New Brunswick Programme

- minimum of 28/49 on the final Gr 10 report card
 - points can be earned from each of the following grade components on the Report card: Language & Literature; Language Acquisition; Individuals & Societies; Science; Math; Personal Project; and the highest mark from either Arts (Major), Design (Major), or PHE
- minimum 3/7 in all Final Report grade components
- minimum 4/7 in Personal Project
- minimum attendance rate of 90%
- CAT4 / CEM results that indicate a high likelihood of success in selected subjects

4.5.2 Requirements for taking IB Certificates

NB Diploma students may only take an IB Diploma subject if they meet the following conditions:

- Recommendation from the University Guidance Counselor based on university pre-requisites
- Approval from the MSHS Principal
- minimum 3/7 in all final Gr 10 report card components
- WIDA overall score of 5.0, with a minimum score of 4.5 in reading and writing components by May 1st of Grade 10 (or equivalent standardised English test)
- attendance rate minimum of 90%

4.5.3 Requirements for entering the IB Diploma Programme

- minimum of 32/49 on the final Gr 10 report card
 - points can be earned from each of the following grade components on the Report card: Language & Literature; Language Acquisition; Individuals & Societies; Science; Math; Personal Project; and the highest mark from either Arts (Major),

Design (Major), or PHE

- minimum 3/7 in all Final Report grade components
- minimum 4/7 in Personal Project
- minimum score of 5/7 to study a course at HL
- minimum score of 6/7 in Math Standard to study any math at HL
- WIDA overall score of 5.0, with a minimum score of 4.5 in reading and writing components by May 1st of Grade 10 (or equivalent standardised English test)
- Take the CEM and CAT4 tests and achieve predicted results that indicate a high likelihood of success in selected subjects.
- minimum attendance rate of 90%

4.6 Grade 11 End of Semester 1 Requirements

4.6.1 Requirements for continuing in the New Brunswick Programme

- minimum score of 60% in each subject
- on track for CAS
- minimum attendance rate of 90%

4.6.2 Requirements for continuing in IB Certificates

- minimum of 3 in all IB subjects
- on track for CAS
- minimum attendance rate of 90%

4.6.3 Requirements for continuing in the Diploma Programme

- minimum overall score of 26/42
- minimum of 4 in all HL subjects
- minimum of 3 in all SL subjects
- on track in the Core (EE, TOK, CAS)
- minimum attendance rate of 90%

4.7 Grade 11 End of Year Requirements

4.7.1 Requirements for continuing in the New Brunswick Programme and promotion to Grade 12

- minimum score of 60% in each subject
- on track for CAS
- minimum attendance rate of 90%

4.7.2 Requirements for continuing in IB Certificates

- minimum of 3 in all IB subjects
- on track for CAS
- minimum attendance rate of 90%

4.7.3 Requirements for continuing in the Diploma Programme

- minimum overall score of 28/42
- minimum of 4 in all HL subjects
- minimum of 3 in all SL subjects
- on track in the Core (EE, TOK, CAS)
- minimum attendance rate of 90%