**Extended Essay (EE) Parent/Guardian Contract**

**Rockwall High School**

1. Because the Extended Essay is a requirement of the IB Diploma, it is essential that parents monitor their child’s EE deadlines. Maintaining open dialogue and supporting students in their participation off EE research is key to student success.
2. Every IB student is required to keep up to date with EE deadlines, a list of current activities and projects, evaluation forms, and advisor meeting comments for EE. IB students have access to all dates, form, and expectations on risd.managebac.com.
3. Students are provided with training sessions on IBO guidelines and requirements for EE. These guidelines can be found on the risd.managebac.com. Students missing these trainings must meet with the EE coordinator, Mrs. Young, to receive critical information.
4. All IB students must have an Extended Essay supervisor to help them with their EE. EE supervisors must be a teacher within RHS, and all science experiments conducted for the EE must be done so in the presence of a RHS teacher.
5. Completion of EE paper alone does not satisfy IBO requirements. Students are expected to plan, prepare for, multiple EE meetings and deadlines throughout the two years.
6. The summer before senior year is a critical time for students to complete their Extended Essay. Doing so allows students to focus on classes and the college application process in the fall of senior year. Failure to achieve these basic requirements by this point will cause significant stress on students that may affect their grades and the quality of their college applications.
7. Falsification of any activity, project, reflection, including forged signatures on EE documents, or plagiarism of the EE, constitutes academic misconduct that may result in the ineligibility for the IB diploma.
8. Due to specific time constraints, students must propose and complete their experiments for an EE in the sciences by the required due date and must turn in a rough draft for a foreign language EE by the required due date. Failure to do so may result in the student relinquishing the privilege of writing the EE altogether in that area and be reassigned a new EE.
9. Any student who repeatedly fails to meet the requirements for EE or internal Assessments risks IB diploma eligibility status on their college applications. Parents will be informed of this change, if it occurs.

By signing and dating this form below, I acknowledge and understand my child’s responsibilities to Extended Essay and recognize the importance of these out-of-class responsibilities in earning the IB diploma.

If any questions arise, I will contact the EE Coordinator, Mrs. Young at [leighanne.young@rockwallisd.org](mailto:leighanne.young@rockwallisd.org)

Parent signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Printed Parent name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_