

## Final Policies Document

### 1. Yearly Grade Distribution:

Q.1	25%
Q.2	25%
Q.3	25%
Q.4	25%

### 2. Quarterly Grade Distribution Grades 7-12 (school unified)

Formative Assessment		
	HW	10%
	CW	25%
	Quizzes	20%
Summative Assessment		
	Tests	20%
	Project	20%
Student Traits (Learning Independence)		5%

### 3. Homework Policy:

- Time required to complete any assigned regular HW must not exceed one hour per subject (This applies for grades 7-11).
- As for grade 12 advanced math weekly HW may range between 4-6 hours
- Math may assign no more than 3 HW/Week except for advanced math (Grade 12)
- All other 3 core subjects are not to exceed 2 HW/Week

### 4. Late Submission of HW

- A. No submission of HW will result in having an “M” as a grade for the assignment on ThinkWave on the due date.
- B. Late submission of HW will result in capping the assignment
- 1 day 80%
  - 2 days 60%
- C. Later submission will not be accepted (Turn-off the upload button)

### 5. Missing Work Due to Absence

- A. Class Work:** If a student misses a classwork, he/she must discuss with teacher how and when to submit it. (ONLY IF ABSENCE IS EXCUSED)
- B. Quizzes and Tests:** If a student misses a quiz or a test, he/she must sit for the makeup according to the makeup schedule within a maximum of 5 school days.

**6. Missing Work Due to Out of School Suspension:**

- A. Any missing HW or CW due to out of school suspension will not be accepted.
- B. If the student is suspended out of school for the first time, he/she may sit for a makeup for any quiz or test he/she missed.
- C. If the student is suspended out of school for the second time, he/she may sit for any quiz or test, but the grade will be capped at 80%

**7. Routines**

At the beginning of every week, each subject teacher posts the following on ThinkWave:

- A. Student Weekly Lesson Plan (SWLP): explaining topics, activities, and tasks that will be done in class during the week. This is found on the “Messages” on the “Dashboard” of ThinkWave.
- B. On the “Gradebook” of ThinkWave, teacher generates assignment columns for learning tasks that will be graded during the week (Including attachments when applicable). A clear description of the task and the due date are also included. (HW, CW, Quiz, Test,...etc)
- C. All assignments are graded and scores posted on ThinkWave within 5 working days from the due date.

**8. Academic Integrity Policy**

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic, and honest scholarly work.

The purpose of the Academic Integrity Code at Misr Language Schools is to ensure that all students have the opportunity to learn and be assessed in honest academic surroundings.

**Violations of the Academic Integrity Code:**

- Cheating on an exam, quiz or other forms of assessment, by directly/indirectly accessing another student’s work or external source.
- Copying or plagiarizing HW or other assignments.
- Tampering with another student’s work preventing the student from obtaining a fair grade.
- Dishonestly obtaining and/or distributing a copy of an exam or other form of assessment.
- Any form of system hacking that results in changing student grades.

**Consequences of Violations:**

- For instances of breaking the academic honor code, the below consequences will apply.
- In cases of dispute, the Academic Honor Council will convene to investigate. The AHC consists of HOD, teacher, AC, Head of Discipline & Guidance counselor.

#### A) Copying/Plagiarism

Any sign of copying or plagiarism on assignments/assessments will result in an automatic ZERO for all offenders involved in the incident. A note will be added on Think wave.

- The student will be informed when a teacher suspects that she/he has violated the Academic Honor Code. The teacher will first discuss the matter with the student and may require him/her to take additional work
- If the student's additional work proves that he/she is not guilty of the violation, the teacher will grade the student's original work, which he/she will be allowed to complete/submit. If the teacher had accused the student of the violation in public, he/she will also restore the student's dignity in public.
- If the student's additional work proves that he/she is guilty of the violation, the student will receive a zero and an academic penalty shall be put in writing, signed by teacher and student, and reported to the head of department and administration. The student shall not be further penalized based on this report alone.

#### B) Cheating:

- If a student is caught cheating from another student for the **first time**: the offender will receive an automatic ZERO provided the other student was NOT helping him cheat.
- If a student is caught cheating from another student for the **first time**: both offenders will receive an automatic ZERO provided the other student was helping him cheat.
- If a student is caught cheating from an external source for the **first time**: he/she will receive an automatic ZERO and be put on social probation.
- If a student is caught cheating for the **second time** – whether from another student or an external source: he/she will receive an automatic zero and be suspended in school for 2 days.
- If a student is caught cheating for the **third time** – whether from another student or an external source: he/she will fail the quarter for that subject
- If a student is caught cheating for the **fourth time** – whether from another student or an external source: he/she will fail the quarter for that subject and receive 2 days of out of school suspension as well as an expulsion warning.
- If a student is caught cheating for the **fifth time**: he/she will be expelled from school.

With each incident of violation, parents will receive a form to sign and return to administration to be placed in the student file for documentation purposes