



MISR LANGUAGE SCHOOLS AMERICAN DIVISION HIGH SCHOOL ACADEMIC HONOR CODE

Purpose and Principles

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

The MLS Academic Honor Code rests upon the following principles:

- MLS students, faculty, and administrators possess personal integrity as demonstrated by the five bedrock values of honesty, trust, fairness, respect, and responsibility.
- MLS students believe it is dishonorable to receive credit for work that is not the result of their own efforts.
- MLS students, faculty, and administrators are jointly responsible for precautions against violations of its policies.
- Students, faculty, parents and administrators are responsible for seeing that the code is followed. By collaboratively encouraging an atmosphere of honesty and hard work, students, faculty, and administrators serve the student body by making MLS a better place to learn.

Violations of the Academic Honor Code:

1. Cheating on an exam, quiz or other forms of assessment, by directly/indirectly accessing another student's work or external source.
2. Copying or plagiarizing HW or other assignments.
3. Tampering with another student's work preventing the student from obtaining a fair grade.
4. Dishonestly obtaining and/or distributing a copy of an exam or other form of assessment.
5. 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, AQC , 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.

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 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.

Administrative Process (FOR TEACHERS ONLY)

- In case of copying /plagiarism on assignments/assessments, all offenders involved in the incident will receive an automatic ZERO and the teacher will be adding a note on think wave.
- In case of cheating incidents, teacher will fill in the Academic Honor Violation form then submit it to Head of Discipline along with evidence if available. Student will sign the form to be added to his file and a copy will go to the parents to sign and return followed by a phone call/ message on class dojo.
- Discipline office is responsible for tracking violation and informing teacher of which consequence is to be applied.
- After 3rd violation, teacher conveys decision to AQC according to progression of consequences.