



## MISR LANGUAGE SCHOOLS AMERICAN DIVISION HIGH SCHOOL ACADEMIC HONOR CODE

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### **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 administration serve the student body by making MLS a better place to learn.

### **Honor Council:**

The Honor Council consists of the heads of departments, the academic coordinator, the guidance counselor and the head of discipline.

The primary purpose of the Honor Council is to investigate, in a confidential environment, suspected and actual violations of the Academic Honor Code and make recommendations to the headmaster. In order for the Council to reach an appropriate conclusion and consequence, it may request additional information from various relevant parties. The Council's recommendation shall state the student's innocence or guilt and the appropriate academic and/or disciplinary penalties, if any. No penalty shall be imposed on the student until a decision is made. If a conclusion is not reached before the end of the term, the teacher shall record an incomplete grade until a final decision is made.

One Honor Council designee is responsible for reporting the recommendation to the administration.

## **StudentResponsibilities**

- Each student shall be responsible for abiding by the Academic Honor Code at all times. At the beginning of each academic year, each student shall sign a pledge that he or she will neither give nor receive aid from any unauthorized source during examinations or in preparing assignments.
- A student or any other member of the learning community (including the violator) who has knowledge of an honor code violation is expected to report the violation to the teacher involved. Confidentiality will be maintained.
- 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 or sit for another test to prove his/her knowledge of the content in question.
  - a) 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.
  - b) 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.
- If a resolution is not reached between the student and teacher, the student and/or teacher shall refer the matter to the Honor Council.
- If the Honor Council believes there to be inconsistencies, it will inform the headmaster.
- Each student is responsible for informing his/her parents of an alleged or actual infraction of the Honor Code within 48 hours.

## **FacultyResponsibilities**

- Teachers are required to sign a pledge at the beginning of each academic year stating that they will report and document any case of violation of the Academic Honor Code and resolve all violations according to the defined and listed consequences.
- A teacher must explain all the violations listed in the Academic Honor Code at the onset of the academic year to each class and hold the class accountable for observing it from then on.

- When a teacher believes that a student has violated the Academic Honor Code, he/she shall discuss the matter with the student. Additional work/assessment to provide evidence of the student's academic performance, and/or evidence that the student knows and understands the course material can be used. The teacher and student may resolve the problem in a manner acceptable to both and in accordance with the listed consequences. The agreement shall be put in writing, signed by both parties concerned, and reported to the Head of Department and administration. If the Honor Council believes that there are inconsistencies in the implementation of the consequences, the Council will inform the headmaster.
- Teachers will discuss the alleged or actual infraction of the Honor Code with the student's parents after the 48 hour period allocated to students to inform their parents.
- Whenever a resolution is not reached between the teacher and student, the teacher and/or student shall refer the matter to the Honor Council.

**Violations of the Academic Honor Code:**

- Regarding academic assignments, violations of the Academic Honor Code shall include representing another's work or any part thereof, published or unpublished as one's own. Plagiarism includes failure to use quotation marks or other conventional markings around material quoted from any source.
- Violations of the Academic Honor Code shall include obtaining, distributing, or referring to a copy of an examination, which the instructor/department has not authorized to be made available for such purpose.
- Violations of the Academic Honor Code shall include any act that impedes the ability of other students to have fair access to materials assigned or suggested by the instructor. For example, unauthorized removal or destruction of library or other source materials violates the Academic Honor Code.
- Academic dishonesty shall include tampering with another student's work or impairing in any way the instructor's ability to assess the academic performance of another student.
- During examinations, violations of the Academic Honor Code shall include referring to information not specifically condoned by the teacher. It shall further include receiving information from a fellow student or another unauthorized source.
- Violations of the Academic Honor Code shall include alteration of grades or any other records related to the academic performance of students.
- Violations of the Academic Honor Code shall include assisting, attempting to assist, or conspiring to assist another student in committing the offenses as outlined above.

- Violations of the Academic Honor Codes shall include attempting to commit any offense as outlined above.

### **Consequences of Violations:**

1. Lower score or failing grade on the assignment or examination + Social Probation for one quarter
2. Lower score or failing grade in the course for the quarter + Reprimand (reprimand is a written statement from the MLS Honor Council expressing disapproval of conduct) + Social Probation for the rest of the year + suspension warning
3. Failing grade in the course for the quarter + Suspension (suspension is a separation from the school for a specified period of time, not to exceed five days, during which the student is excluded from classes and all other MLS privileges or activities.) At the conclusion of the period of suspension, the student will be permitted to return to MLS on a probationary basis
4. Disqualification for one quarter + Expulsion warning  
Student will be home-schooled and is required to complete all the quarter's work independently in all subjects in order to be readmitted
5. Expulsion  
An indefinite separation from the school. No permanent record of academic dishonesty is entered into a student's permanent file. If a student receives the penalty of failure in the course, an "F" only is recorded on the student's transcript—no notation of academic dishonesty appears

### **Conclusion:**

Students are responsible for understanding the Academic Honor Code and its implementation at Misr Language Schools. The students, parents, faculty, and administrators of Misr Language Schools believe that living under the guidance of the Honor Code contributes to the success of all MLS students. Each student admitted to MLS is subject to the tenets of the Honor Code. The principles on which the Honor Code rests serve as the foundation for a lifetime code of ethics.

MLS students are expected to conduct themselves in such a manner as to be a credit to the MLS community and, most importantly, to themselves.